

ENTRANCE SIGN DISPLAY APPLICATION FORM

In order to ensure that all displays are consistent with the City's sign code, other laws, and the mission and communications strategy of the City, per the City of Federal Way Entrance Sign Policies and Procedures, departments and/or community groups must obtain approval from the Mayor's Office prior to adding a Qualified Event to the display screen of the City's entrance sign. Once approved, an applicant will work with designated staff to create the actual display image and message. Please submit this form (with Director approval for internal requests) to the Mayor's Office and allow up to 5 business days for processing. If you have any questions about this form or the City's policies, please contact the Mayor's Office.

Date:	Internal Requests Only: <u>Director Approval</u>		
	Signature		Date
Contact Information	Donor	tment or	
Name:	1	nunity Group:	
Phone Number:	Email:	:	
Description of Qualified Event			
Name of Event:			
Date of Event:	Location o	of Event:	
Does the Event Take Place in the City	of Federal Way:	□ Yes □ N	Ιο
Please list all sponsors of the Event:			
Purpose of the Event:			
What is the anticipated attendance at th			