



VILLAGE OF GLENCOE

FORMS & APPLICATIONS

675 Village Court, Glencoe, Illinois 60022
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Last Updated: February 17, 2017

www.villageofglencoe.org

Community Sign (Kiosk) Application

This is a fillable PDF form. You may complete the form electronically and e-mail a saved copy to info@villageofglencoe.org or print and mail, fax or deliver the form to the department listed at the end of this form.

This application is for event signs to be displayed in the Community Information Area located at the southwest corner of Green Bay Road and Park Avenue. All signs must be approved by the Village Manager's Office and posted by Village personnel only. See reverse for a full list of guidelines and provisions.

Section A: General Information

Event Date: _____ Post Sign Between: _____ and _____

Name of Event: _____

Name of Organization: _____

Organization Address: _____

Applicant's Name: _____

Phone: _____ E-mail: _____

Section B: Acknowledgement and Signature

I, the undersigned, agree to the guidelines and provisions listed on the back of this form.

Signature: _____ Date: _____

Please e-mail, mail, fax or deliver this form with any supporting material to:

Village Manager's Office
Village of Glencoe
675 Village Court
Glencoe, Illinois 60022

Phone: (847) 835-4111 | Fax: (847) 835-1785 | E-mail: info@villageofglencoe.org

FOR OFFICE USE ONLY

Drop-off Signs By: _____ Pick Up Signs By: _____

Permit No. _____ Approved by _____

Community Sign Guidelines and Provisions:

- Event signs will be displayed as space is available. In the case of multiple requests for the same time period, signs will be rotated to provide a proportionate number of days displayed.
- Event signs should be 30" wide by 36" high and ½" thick and made of plywood only.
- The sign should have a white background. Please email a mock-up of the proposed sign to the Village Manager's Office at info@villageofglencoe.org for final approval. The Village maintains the right to reject designs that are deemed inappropriate.
- Signs should be delivered to the Village Hall the week prior to the dates the sign is to be displayed. If the sign is not received by that Friday, the Village may assign the reserved space to the next waiting applicant.
- All signs should be picked up at the Village Hall by Friday of the week they have been removed from display. If not picked up, the sign will be discarded.