



**Village Hall**

5127 Oakton Street  
Skokie, Illinois 60077

Phone (847) 673-0500  
Fax (847) 673-0525

www.skokie.org  
SkokieVision Municipal Cable  
1660 AM Skokie

*Council-Manager Government*

Mayor	George Van Dusen
Clerk	Pramod C. Shah
Trustees	Michele L. Bromberg
	Karen Gray-Keeler
	Ralph Klein
	Randall E. Roberts
	Edie Sue Sutker
	Ilonka Ulrich
Manager	John T. Lockerby
Counsel	Michael M. Lorge

*Awards and Distinctions*

All America City Finalist  
American Public Works Association (APWA) Accreditation  
Center for Public Safety Excellence (CPSE)  
Gold Level Clean Air Counts Community  
Governor's Hometown Award  
Government Finance Officers Association Budget Award  
Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting  
Illinois Law Enforcement Accreditation (ILEAP)  
Insurance Services Office (ISO) Class One Fire Department  
State of Illinois Certified Health Department  
Tree City U.S.A. Distinction

# Village of Skokie

## APPLICATION FOR SKOKIE BOULEVARD/NILES CENTER ROAD COMMUNITY EVENTS SIGNAGE

**This application must be submitted at least thirty (30) days prior to the requested display. Dates and times of the display cannot be guaranteed.**

**DATE APPLIED** \_\_\_\_\_

**ORGANIZATION NAME:**  
\_\_\_\_\_

**ADDRESS:**  
\_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**EVENT NAME:**  
\_\_\_\_\_

**EVENT DATE:** \_\_\_\_\_ (if applicable)

**DISPLAY FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**I certify that I am an authorized representative of \_\_\_\_\_ and have the power to execute this application on behalf of the above named organization.**

**SIGNATURE:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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**Village of Skokie Community Events Sign Application**

**POLICY GUIDELINES FOR EVENT SIGNS**

The purpose of this display is to promote community events and provide Village of Skokie public service announcements to Skokie residents. Request for display must be submitted at least thirty days in advance. Please submit the application along with a sketch of the message and/or sign.

**POLICIES**

- The sponsoring organization must have a community-wide membership among Skokie residents
- Only non-for-profit organizations in good standing with the Illinois Secretary of State's office shall be permitted to utilize the sign.
- There shall be no messages advocating membership in or support of religions, religious beliefs, political parties, or candidates for elected offices.
- No personal greetings (Happy Birthday, Welcome Home, etc.)
- There shall be no messages pertaining to private commercial interests.
- Messages promoting fund-raising events shall be limited to philanthropic, charitable, or educational causes of community interest.
- The Village reserves the right to refuse to display any message which does not conform to this policy and/or require a change in wording when necessary.
- Dates and times of display cannot be guaranteed. Village-sponsored programs shall have priority over all other requests.
- Applications will be processed in order of receipt and a no-fee permit will be issued before installation.

Please submit to the Village Manager's Office, Village of Skokie, 5127 Oakton Street Skokie, Illinois 60077.

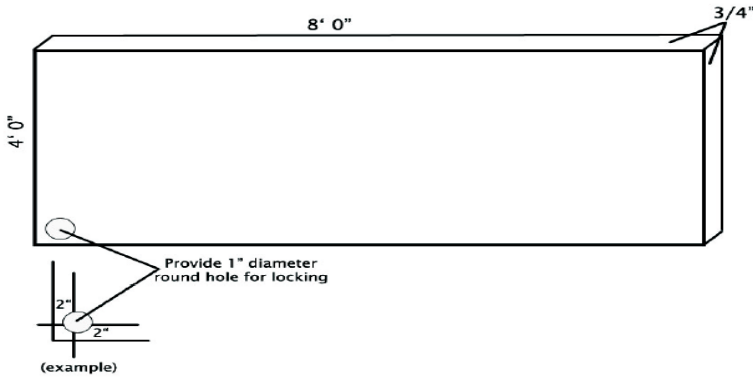
Please note that sign approval is not guaranteed; applicants are encouraged to wait until receiving written display approval/confirmation from the Village before purchasing a sign.

**REGULATIONS**

- All signs must be professionally produced on a 4' x 8' plywood, tempered masonite or other suitable surface (banner), with a maximum edge thickness of 3/4".
- Message should be painted on both sides of sign.
- Incorporate logo or art into the message using a maximum of 6" letters, no smaller than 2". Try to keep the message to a maximum of five lines. Block letters are recommended.
- Please deliver your sign to Public Works at 9050 Gross Point Road, Skokie, Illinois 60077, between 7 a.m. and 3 p.m. on your assigned day, or contact Public Works at (847) 933-8247 if you will be installing the sign yourself.
- If you put the sign up yourself, you must be sure to put it up and take it down on your specified days. (Signs must be removed the day after the event or the 9th day of the display.) Providing a lock and cord is optional. If you do not remove your sign on the 9th day, Public Works will cut the lock and chain in order to remove the sign.
- If you do not remove your organization's sign, but wish to keep the sign, please make arrangements with Public Works to pick up your sign.

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**Village of Skokie Community Events Sign Application**

Please refer to the following sketch as a basis for the design of your events sign. The 2" hole is optional depending on whether you wish to use a lock and cord to secure your organization's sign.



**IMAGE OR SKETCH OF SIGN INTENDED FOR DISPLAY AT SKOKIE  
BOULEVARD/NILES CENTER ROAD**

Please include sketch of message and/or sign below: