

Advertising Request

Banner Poles/Light Poles - 38th Ave

Bus Shelters - Various Locations

Location maps available (call 303-205-7611)

PLEASE PRINT or TYPE

ORGANIZATION: _____

EVENT: _____ CONTACT NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP _____ EMAIL: _____

PHONE: _____ MOBILE: _____ FAX: _____

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REQUEST DETAILS:

SUBMITTAL DATE: _____ FUNCTION DATE: _____

ADVERTISING START DATE: _____ ADVERTISING END DATE: _____

(Banners/Bus Shelter Ads will be installed on or about the date requested & displayed 14 consecutive days)

TYPE OF ADVERTISEMENT:

Check one:

- Overhead Pole Banner Street Light Pole Banner Bus Shelter Advertising Box

Size: _____ Size: _____ Size: _____

(See Size Specifications on Policy)

List Location below:

Overhead Banner Poles: 1) 38th/Ames; 2) 38th/Teller or; 3) both locations

Street Light Pole Banners or Bus Shelters: If requesting multiple locations - attach a map or list of each location (maps for light pole and bus shelter advertising locations are available at 303-205-7600)

Advertisement Location: _____

Exact Wording on Advertisement: (Please print, type, or attach to Request form)

Overhead: _____

Street Light: _____

Bus Shelter: _____

Describe or attach copy of Graphics, Logos, or Designs proposed:

If submitting more than one drawing, specify type (overhead, light pole, or bus shelter) on each drawing

- Submitted picture of proposed banner or advertisement sheet as applicable (if available)

- Requests should be submitted at least sixty (60) days prior to requested installation
- Applicant will be notified of the application's acceptance or rejection within ten (10) working days of application submittal
- Banners / Ad Sheets shall be delivered to PW Operations office at **11220 W 45th Avenue between 7:30 am and 4:00 pm, Mon-Fri**
- Advertisement material will be available for pickup at PW Operations office (3) days after scheduled removal. **Call (303) 205-7611** for confirmation
- For all details - see the attached *Banner & Bus Stop Shelter Advertising Policy & Procedures*

This page to be completed by City Staff

NOTES: _____

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APPROVAL

YES

Approved by: _____ Date: _____

NO - The following needs to be changed/corrected _____

Notified of needed changes on: _____

Corrections complete: YES

Approved by: _____ Date: _____

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Service Request # _____

Install Date _____ Installed by _____

Removal Date _____ Removed by _____

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ADVERTISING MATERIAL WAS PICKED UP BY:

(Printed Name)

(Signature)

(Date)