

CITY OF ST. CHARLES BANNER PROGRAM
PROCEDURAL NOTES

- **Banner Applications** – One (1) banner application is required for each event.
Banner applications and artwork are to be received by Public Works by March 1st or at least sixty (60) calendar days prior to the start of the event for which the banners are being displayed.
- **Banner Delivery** – Banners are required to be at Public Works at least sixty (60) days prior to the scheduled start of the event for which the banners are being displayed.
- **Banner Pick-Up** – Banners are required to be picked up from Public Works by a representative of the sponsoring entity within fifteen (15) business days of scheduled completion date of the event.
The City is not responsible for banners left at Public Works after the sponsoring entity has been notified of pick-up and fifteen (15) business days have elapsed.