



Procedure for approval of banners and signs for community events

For streetlight pole mounted banners, submit the following information 60 days prior to event:

- Dates streetlight banners will be displayed
 - Normal duration: two weeks prior to the event (COA Board will consider granting up to three weeks if event seems to warrant the additional time)
- Submit an example of the proposed banner (including artwork)
 - Banners will not be utilized to solicit commercial enterprises
- Requested number of banners
- Proposed locations
 - Streetlight pole mounted banners will be limited to the entrance gate areas and CCL facility entrances
- Proposed materials, color scheme, font, background and/or graphics

Ground display banners and/or signs will be limited to an event that impacts the community by significantly increasing or delaying traffic, or wherein COA /CCL/Landfall Foundation are a sponsor of the event. For ground display banners and/or signs, submit the following information 60 days prior to the event:

- Dates ground display banners/signs will be displayed
 - Limited to no more than one week prior to the event
- Height, number and dimensions of ground display banner/signs
- Proposed locations
 - Limited to community entrances and CCL facility entrances
- Proposed materials, color scheme, font, background and/or graphics

This information must be submitted to 1749 Drysdale Drive, faxed to 910-256-7662 or e-mailed to coa@landfall.org.

Streetlight pole mounted banner/ground display sign submittals will be reviewed at the COA monthly Board meetings. No two organizational events may be posted concurrently with the exception that COA seasonal decorative banners may be posted at the same time as an event. **COA costs associated with the posting/removal of the streetlight pole mounted banners will be the responsibility of the sponsoring organization.**

In general this procedure does not apply to seasonal decorative banners installed by the COA. These banners will continue to be discussed and approved by the COA staff with the concurrence of the Board of Directors. If you have any questions, please contact the Director of Administration, Sandy Slocum, at the COA office at 256-7651.