

## Town of Madawaska Electronic Sign Usage Policy

**Purpose:** To establish rules regarding requests for information placed on the Town of Madawaska electronic sign.

**POLICY:** Non-profit community and civic groups may request announcements be placed on the electronic sign either by calling the town office at 728-6351 or by submitting the required information in writing.

Requests should include the group name and a contact person with a contact telephone number and email address, and include who, what, when, where, and why of the event. Requests will be placed on the sign one week prior to the event date, if the town is given appropriate notification of the event. ***The Town Manager has the sole discretion to accept or reject the organization making the request and/or the content of the message, as well as the ability to alter the text accordingly to fit the sign design.*** In the event there are several requests for any given time period the requests will be posted on a first come - first serve basis.

In the event of an emergency the town has the right to suspend all messages and use the sign for emergency purposes only.



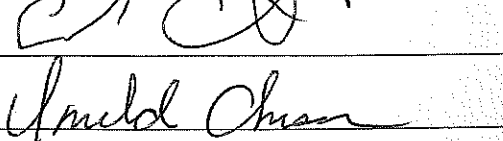
No personal requests will be posted on the electronic sign, i.e., birthdays, engagements, weddings, etc. Due to the number of requests, one time fundraisers will not be posted on the electronic sign.

### RESPONSIBILITY:

It will be the responsibility of the town office to manage and submit messages to the electronic sign. If there are any questions regarding whether or not a group requesting use of the sign is authorized per this policy, or regarding the content of a message, the Town Manager will make a decision regarding the request.

### AUTHORITY:

Madawaska Board of Selectmen as per vote on November 14, 2016

  
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Attest:   
Amy Ouellette, Town Clerk

## Electronic Message Sign Request

Please read the Electronic Sign Usage Policy before requesting information be placed on the electronic message sign. If you accept the conditions of this policy then send the request at least two weeks prior to your event with the following information:

1. Organization Name
2. Contact Person
3. Telephone Number
4. email address
5. Date of Event
6. Type of Event
7. Time of Event
8. Location of Event
9. Date(s) Message Should Appear on Sign
10. Content of message.

Messages appear best with three or four lines per screen. There is a two screen maximum per message. Characters per line vary depending on the font size - messages appear best with 17 characters per line.

Requests can be made in writing and delivered to the Town Office at 328 St. Thomas Street, Suite 101 or e-mailed to the Town Manager.