



## **ELECTRONIC MESSAGE SIGN GUIDELINES**

The electronic message sign located on the northwest corner of the Courthouse Square is available to all area organizations. The sign will be used primarily to provide messages that have a community-wide impact. Permissible messages include, but are not limited to, the following: Government and organizational meetings, weather alerts, public safety announcements, Amber alerts, public service announcements, tourism promotion, and community event announcements.

The message sign will not be used for business or personal advertising, personal messages of congratulation, birthdays, graduations, births, retirements, anniversaries, thank you messages or any message of a personal nature.

Message requests *should* be submitted on an "Electronic Sign Message Request Form" a minimum of 7 days prior to the requested posting date and messages will remain on the sign no longer than seven days unless otherwise approved by the Chamber.

The form is available at <http://www.eastlandchamber.com> and at the Chamber of Commerce office located at 209 W. Main Street in Eastland. The request form should be completed legibly and in its entirety. The form can be submitted in person at the Chamber office, mailed to Eastland Chamber of Commerce, 209 W. Main Street, Eastland, TX 76448, or may be submitted via email to [chamber@eastland.net](mailto:chamber@eastland.net).

The Eastland Chamber does not guarantee that your message will be placed on the sign. The Chamber Board has the sole discretion to accept or reject the request and/or the content of the message, as well as the right to alter the text accordingly to fit the sign design.

There will be a maximum of ten messages displayed at any one time. In the event that there are several requests for a given time period, the requests will be posted on a first come, first served basis.

Each message will display for 10 seconds per rotation, and will comply with all Texas Department of Transportation laws and regulations.



## Eastland Chamber of Commerce Electronic Message Sign Application

Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_ @ \_\_\_\_\_

Date Message to start: \_\_\_\_\_

Date Message to end: \_\_\_\_\_

Exact wording for message: \_\_\_\_\_

\_\_\_\_\_  
(Please keep message short and to the point for maximum visibility)

Indicate lettering and/or background color if you have a preference:

Lettering: \_\_\_\_\_

Background: \_\_\_\_\_

**Mail or bring application to: Eastland Chamber of Commerce  
209 W. Main St.  
Eastland, TX 76448**

or email form to : [chamber@eastland.net](mailto:chamber@eastland.net)

**I certify that all information on this application is complete and accurate.**

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date application received: \_\_\_\_\_ Approved by: \_\_\_\_\_