



City of Ocean Springs, Mississippi

On the Mississippi Gulf Coast

CITY OF OCEAN SPRINGS

PLANNING DEPARTMENT

228-875-4415

MARQUEE TOWER – BANNER APPLICATION

Applicant Information

Organization: _____

Contact Name / Number: _____

Email: _____

NAME of the Event: _____

Event Sponsor(s) *if applicable*: _____

Event Date(s) & Time(s): _____

Requested Display Date(s): _____

(Actual display will be scheduled as slots are available. All banners will be displayed at least 5 working days prior to the event.)

Banner Information

- Size/Orientation: Large: 54” wide by 10’ tall shall be vertically oriented and measure.
 Small: 5’ wide by 2’ tall shall be horizontally oriented and measure.
- Banners shall include the following information:
 - Event Name
 - Organizer(s)
 - Date(s)
 - Beginning & End Time(s)
 - Location
- Applicants are strongly encouraged to submit a banner proof to the Community Development and Planning Department before the final banner is printed.
- Printed banners shall be submitted to and picked up from the Planning Department.
- Requested display dates will be honored where possible and scheduled as availability allows. All banners will be displayed at least 5 working days prior to the event and removed the day after the end of the event.
- Banners must be picked up from the Planning Dept within 14 working days following the event.
- Banners containing commercial sponsor language referring to alcohol, tobacco, etc. will be prohibited at the discretion of the Planning Department Director.

Office Use Only:

Date application received: _____

Approved by: _____

Date application approved: _____

Banner Rec'd/Picked Up: _____

Banner Install Date: _____

Banner Take Down Date: _____