

# Banner Specifications

## Physical Banner Information

1. Material – Canvas/Vinyl (no paper type or letters fastened to rope).
2. Size – three feet wide by twenty feet long.
3. Eye-lets – banner to have eye-lets in all corners and every two feet across the top and bottom of banner.
4. Air Holes - air holes required in banner to allow stability.

## Requests to Borough Hall

1. Requests – request to hang banner must be made in writing at least thirty days in advance to the attention of the Borough Clerk at the above address.
2. Wording – needs to be submitted at time of request to Borough Hall.
3. Time – length of time banner requested to be displayed (banners are normally hung on Mondays for one week).
4. Approvals will be in writing.
5. Requesting organization will be responsible for delivery of organizations' banner to the Public Works facility in advance of hanging and picking up after banner taken down.
6. Banners will not be stored at Borough Hall or Public Works.

