



Downtown Development Authority Temporary Gateway Banner Application

Application Fee: \$50
Deposit \$50
Payable Online at: douglasmi.gov

The Village of Friendliness – Since 1870

Application Checklist

- A Completed and Signed Douglas Downtown Authority Temporary Gateway Banner Application
- Note: Applications must be received 30 days prior to the event. *The DDA meets on the 4th Wednesday of each month; therefore, applications will be considered for approval by the DDA board during their next meeting following submission.*
- \$50 Application fee with a \$50 Deposit (deposit will be returned to applicant following the removal of the banner)
- Rendering or graphic of proposed temporary banner

Conditions of Banner Display:

- One week prior to the event until 24 hours after the event (*Note: Failure to adhere to these dates may result in forfeiture of the sign deposit.*)
- The banner must be securely fastened and meet safety standards.
- Banners must be weather-resistant.
- Banners must not contain offensive or inappropriate content.
- Only one banner will be displayed at a time.
- Banners must not be larger than 24"x 94"

Applicant Information:

Name: Susan Poolman Organization: SWMI Artisan Markets (Art In the Park)
 Phone Number: (269) 227-3448 Email Address: SWMIArtisanMarkets@gmail.com
 Address/PO Box PO Box 286 City: Glenn State: MI Zip: 49416

Banner Information:

Banner Location: Center Street and BSH Main Street and BSH

Event Name: Art In the Park Douglas Event Dates: August 8, 2026

Banner Dimensions: 22" x 92" Dates of event banner is promoting: August 1 - August 8

Banner Promotion:

How does the banner promote the community or an event that impacts the City of Douglas? (Insert explanation of how the banner promotes community engagement, local events, or activities that positively impact the City of Douglas).

Art in the Park Douglas is a new event for the community this year, designed to attract both local residents and visitors from outside the area. Our goal is not only to showcase the work of talented artists, but also to encourage attendees to explore and engage with all that the City of Douglas has to offer, including its local businesses, parks, and cultural attractions. This event is intended to enhance community vibrancy, support the local economy, and create a welcoming experience that highlights Douglas as a destination.

I hereby attest that the information on this application form is, to the best of my knowledge, true and accurate. It is the applicant's responsibility to meet the requirements of the Conditions of Banner Display in all respects and to provide the necessary information to the Downtown Development Authority for approval. A permit must be obtained prior to putting up the banner. I acknowledge there are no refunds for any reason.

Susan L. Poolman 3-18-2026
 Signature of Applicant Date