



Parks & Recreation Department
312 W. Whitewater Street, P.O. Box 178
Whitewater, Wisconsin 53190
www.wwparks.org
Telephone: (262)473-0520
parks@whitewater-wi.gov

CITY OF WHITEWATER DIGITAL COMMUNITY SIGN REQUEST FORM

ORGANIZATION INFORMATION

Organization Name: _____

Contact Person: _____

Address: _____

Email Address: _____

Phone Number: _____

EVENT INFORMATION

Event / Activity Name: _____

Event Date(s): _____

Event Location: _____

Requested First Display Date: _____

MESSAGE INFORMATION

Please provide the exact wording to appear on the digital sign. Please note that messages with fewer words allow for larger font sizes and improved readability.

(Commercial advertising, political messages, alcohol/tobacco promotions, sponsorship advertisements, and other prohibited content are not eligible for display.)

Include image: please provide any imagery you would like on the sign by email to parks@whitewater-wi.gov

FEES

- Standard Posting Fee — \$25.00 (One posting for up to 14 days prior to event date)
- Modification / Revision Fee — \$15.00 (Required for changes requested after submission approval or scheduling)

Total Amount Due: _____

Invoices will be issued by the City of Whitewater following review and approval of the request. Payment may not be accepted at the time forms are delivered to City Hall.

APPLICANT ACKNOWLEDGEMENT

- Messages must be of a general community concern and non-profit in nature.
- Submission of this form does not guarantee placement on the Digital Community Sign.
- Requests must be submitted at least seven (7) calendar days prior to the requested first display date.
- Fee’s are non-negotiable.
- Messages are subject to City review, approval, editing, scheduling, and removal in accordance with the City of Whitewater Digital Community Sign Policy.
- The City reserves the right to deny any request that does not comply with policy requirements.
- Approved messages will be displayed at a minimum frequency of one (1) time per hour during normal sign operation.
- Separate postings and fees are required for events occurring on multiple non-consecutive dates.
- Additional modification fees may apply for requested revisions after approval or scheduling.

Signature: _____

Printed Name: _____

Date: _____

RETURN COMPLETED FORM TO: PARKS@WHITEWATER-WI.GOV DO NOT RETURN TO CITY HALL WINDOWS

OFFICE USE ONLY

Approved By: _____

Date Approved: _____

Invoice Sent: _____

Amount Paid: _____

Posting Scheduled: _____

Comments: _____