



DEPARTMENT OF PUBLIC SERVICE

27700 Hilliard Blvd.
Westlake, OH 44145

Phone 440.871.3300
Fax 440.617.4229

**HILLIARD BLVD. / CLAGUE RD.
BANNER SPECIFICATIONS & POLICIES**

Material Requirements:

1. Must be **mesh** material

Size Requirements:

For size requirements, **it is assumed that the banner is printed on one side only**. If a double sided banner is required, maximum sizes will be reduced and will vary based on how the banner is constructed. **The sign department should be contacted prior to purchasing a double sided banner with proposed size and construction details.**

1. 18" tall x 50' max long or
2. 36" tall x 36' max long or
3. 54" tall x 25' max long

ONE SIDED ONLY, SINGLE LAYER OF MATERIAL

Rope Requirements:

1. Top and bottom ropes 100' long
2. Top and bottom should have double stitched pockets and the **rope or strapping must go all the way through, not just sewn to the corners**. This keeps tension on the ropes, not the banner material.
3. Grommets should be placed on each top corner and at least one in the top center. Longer, heavier banners may need more.

Note:

Banner is hung approximately 20 feet high off road surface. Font size and contrasting colors should be optimized for readability for moving traffic.

Policies:

In light of an increase of requests for banners to be displayed in the City of Westlake for special events, the below has been policy and will continue to be followed:

1. The party or group must be ‘not for profit’ and be a community group within the city or an event that supports the community. State issued ‘not for profit’ paperwork should be submitted.
2. Special events, races, marathons, churches or other charity organizations supporting the City of Westlake and/or the community will be permitted.
3. All requests must be in writing and should include:
 - a. The organization hosting the event
 - b. Who is benefitting from the event
 - c. Content of the banner
 - d. Size of banner and dates requested
4. City functions take precedence for scheduling purposes.
5. Approved banner schedule will be made on a first come – first served basis.
6. The Director of Public service or his designee will make final approval of content and any scheduling conflicts or special requests.

Contacts for Banner Requests:

**Department of Public Service, City Hall
440-617-4211**

**Department of Public Service, Sign Shop
440-835-6432**