



City of Fort Wright
409 Kyles Lane
Fort Wright, KY 41011

Digital Sign Policy

Thank you for your interest in using the City of Fort Wright's Digital Sign, located at 409 Kyles Lane.

When the digital sign is not needed for governmental messages, the City will permit other messages that comply with our Digital Sign Policy to be displayed under the following guidelines:

- Messages are limited to a maximum of 4 lines, 20 characters per line, including spaces. Any images submitted must be in JPEG or GIF format.
- Messages must announce a charitable or educational event that is open to the public, and which will occur within the limits of Kenton County, KY. Messages must not be obscene, or violate federal, state, or local laws against actions intended to harass or intimidate others based on protected characteristics. Messages must announce the date of the event.
- Messages will be posted on a first come, first served basis. Length of display is at the discretion of the CAO, however, no message will be posted for a period which exceeds 120 hours (5 days). After this period, a new request for a message to be posted must be submitted. Messages will not be posted more than thirty (30) days prior to the event, and messages regarding ongoing events are not permitted.
- Message priority will be given to the City of Fort Wright, and if the City determines that the digital sign is needed for a message the City reserves the right to remove any message on the digital sign without notifying the person or organization who submitted the message. The City will reject any message inconsistent with our Digital Sign Policy.
- All message requests must be submitted in writing and approved by the CAO or the Mayor of the City of Fort Wright.

The posting of a message does not indicate the City of Fort Wright's endorsement of the event promoted by the message.

FORT WRIGHT DIGITAL MESSAGE APPLICATION

Name of Applicant: _____ Telephone No. _____

Name of Organization: _____

Address of Organization: _____

City: _____ State: _____ Zip Code: _____

Name of Event: _____

Address of Event: _____

City: _____ State: _____ Zip Code: _____

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

Please indicate below requested message to be displayed. One letter to a space, and leave spaces blank where necessary.

Column	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Row 1																				
Row 2																				
Row 3																				
Row 4																				

Official Use Only:	<input type="checkbox"/> Request Approved	<input type="checkbox"/> Request Denied	Date: _____
Dates to be Posted, if applicable: _____		By: _____	