



**ODEM PUBLIC LIBRARY/CITY OF ODEM  
ELECTRONIC MESSAGE SIGN APPLICATION**

Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Message to Start Date: \_\_\_\_\_ Message to End Date: \_\_\_\_\_

The presentation size must be in a 216 X 144 format and must be proofread before submission as staff will not adjust or check the graphic for errors. Presentations not formatted correctly will not be accepted. There are various free and easy to use online tools for formatting. One of which is <https://www.adobe.com/express/feature/image/resize>

**Presentations need to be submitted ready and presented in the proper format by email to [odemlibrary@cityofodem.com](mailto:odemlibrary@cityofodem.com) a Maximum of 2 weeks before event.**

Images are acceptable in the following file formats: JPEG, PNG, BMP, TIF, GIF and PSD.

Messages should be easy to read: you should choose white or light text and dark background colors with high contrast.

**PAYMENT WILL BE DUE AFTER YOU RECEIVE APPROVAL AND WILL NOT BE DISPLAYED UNTIL PAYMENT IS MADE.**

Checks can be made out to and mailed or delivered in-person to:

City of Odem, 516 Voss Ave, Odem Texas, 78370

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ODEM PUBLIC LIBRARY/CITY OF ODEM USE ONLY**

**Date application received: \_\_\_\_\_ Date of Payment: \_\_\_\_\_**

**Received: \_\_\_\_\_**

**Approved By: \_\_\_\_\_**

## **ODEM PUBLIC LIBRARY(OPL)/CITY OF ODEM(COO) ELECTRONIC MESSAGE SIGN GUIDELINES**

The electronic message sign located at the OPL is available to all area residents and organizations. The sign will be used primarily to provide messages that have a community-wide impact. Permissible messages include, but are not limited to, the following: Government and organizational meetings, weather alerts, public safety announcements, public service announcements, and community event announcements. Also permitted are messages from residents and organizations that provide personal congratulations to a person or organization. These messages include, but are not limited to, the following types of announcements: Anniversaries, births, birthdays, graduations, retirements, thank you, and years of service.

- **The Odem Public Library/City of Odem will have priority over all outside requests.**
- Message requests should be submitted on an “Electronic Sign Message Request Form”, a minimum of 10 business days prior to the requested posting date and will be posted no earlier than two weeks prior to the event.
- **Request forms should be completed and legible. The form may be turned in at the City Library or put in the drop box at library. However, emailing the form to [odemlibrary@cityofodem.com](mailto:odemlibrary@cityofodem.com) is preferred.**
- The fee to display a message on the sign is \$15.00 per day or 7 days for \$90.00. All fees must be paid in advance.
- **The OPL/City Hall does not guarantee that your message will be placed on the sign. The OPL and COO have the sole discretion to accept or reject the request and/or the content of the message, as well as the ability to alter the text accordingly to fit the sign design.**
- In the event that there are several requests for any given time period, the requests will be posted on a first come, first served basis.
- **The Sign can only be used for special functions (community events) that are open to the public.**
- Requests are limited to **a maximum of 12 requests per organizations per year.**
- **Messages will remain on the marquee no longer that seven days unless a new application is submitted.**
- Fees are waived for Non-profit Organizations, however request limits and display limits still apply. Non-profit Organizations must be active and provide proof of non-profit status.

**NO** offensive, scandalous or controversial message will be allowed.

**NO** messages endorsing or promoting a political campaign, candidate, or ballot measure.

**NO** messages or advertising a sale of personal items will be allowed.

**NO** advertisements of clubs or organizations for an event in the City that is not open to the public.