

# Village of Duncan Electronic Messaging Sign Guidelines

The electronic sign located along Hwy 30 is available to all area residents, organizations and businesses. The sign will be primarily to provide messages that have a community-wide impact. Permitted messages include but are not limited to the following: Government and organizational meetings, 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 and thank you's.

Businesses and organizations will also be permitted to advertise for special sale or events.

## General Guidelines

The Village of Duncan will have priority over all outside requests

Message requests should be submitted on a "Message Request Form" a minimum of 7 business days prior to the requested posting date and will be posted no earlier than 2 weeks prior to the event.

The form is available in the Village Clerk's office or on the Village website: [www.villageofduncan.com](http://www.villageofduncan.com). The request form should be completed legibly and in its entirety. The form may be submitted by mail to the Village of Duncan, PO Box 254, Duncan, NE. 68634 or dropped off at the Clerk's office/dropbox. You may also submit by email to: [info@villageofduncan.com](mailto:info@villageofduncan.com).

Organization and community messages will be displayed free of charge. *Personal messages* (birthdays, anniversaries etc.) will be **\$10.00** (In-town residents) for **ONE** day and **\$15.00** (Requestor lives outside town limits) for **ONE** day. The fee for *business advertising* will be **\$50.00** (In-town residents/businesses) for up to **30** days and **\$70.00** (Requestor lives outside town limits) for up to **7** days. All message requests must be paid in advance. Checks should be made payable to Village of Duncan.

The Village of Duncan does not guarantee that your message will be displayed on the sign. The Village has sole discretion to accept or reject the content of the message, as well as the ability to alter the text accordingly to fit the sign parameters. The Village will make a reasonable effort to refund the fee for messages not displayed.

No offensive, scandalous or controversial messages will be allowed.

No political ad messages or advertising of personal sale items will be allowed.

# Village of Duncan

## Message Request Form

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

Organization/Business Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell#: \_\_\_\_\_

E-mail: \_\_\_\_\_

Message Start Date: \_\_\_\_\_ (max 2 weeks before event)

Message End Date: \_\_\_\_\_ (1 day personal/30 days max business)

Exact Wording of Message: *(Please keep message short and to the point for max visibility)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Indicate font size/style & coloring of letters & background if preferred: \_\_\_\_\_

\_\_\_\_\_

**\*\*Artwork or pdf/jpg files of the message should be emailed to: [info@villageofduncan.com](mailto:info@villageofduncan.com)**

***Fee Amounts:*** Organization/Community messages = FREE

Personal messages (birthdays, anniversaries etc.) = \$10.00 (in-town); \$15.00 (out of town)

Business advertising = \$50.00 (requestor lives in town)

\$70.00 (requestor lives outside town limits)

**Please include payment with message request. Message will not be displayed until payment is received.**

*Mail form & payment to:* Village of Duncan  
PO Box 254  
Duncan, NE. 68634

OR

*drop off at Village Clerk's office/dropbox*

I certify that all information on this form is complete, accurate and true:

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