



Message Request Guidelines

Non-profit organizations may submit a request to have a message displayed on the Tinley Park-Park District's electronic sign. The following guidelines apply:

- A. Requests must be submitted fourteen (14) days prior to date requested for display.
- B. Messages advertising non-profit events/fundraisers may be displayed for a maximum of two weeks.
- C. Only one (1) message is allowed per request.
- D. Messages are not for private use. Messages shall be used for community information purposes only.
- E. Only applications submitted by non-profit organizations within the Tinley Park-Park District boundaries will be considered. The Tinley Park-Park District reserves the right to deny any request.
- F. Requests are subject to availability. A maximum of five (5) community information messages are allowed at the same time.



OUTDOOR ELECTRONIC SIGN MESSAGE REQUEST FORM

Today's Date: _____

Name of Business/Organization Requesting Message: _____

Contact Person: _____

Address: _____ City: _____

State: _____ Zip: _____ Office Phone: _____

Cell Phone: _____

Event Date: _____

Requested Start Date: _____ End Date (2 weeks max.): _____

Message Wording (Limited to 15 words): _____

Please submit your request to: Tinley Park-Park District
8125 W. 171st Street
Tinley Park, IL 60477

You may also email all required information to: emessage@tinelyparkdistrict.org

For Park District Use Only:

Park District Approval: _____

Run Dates _____

Copies to: Message Binder File