

FIELD ADVERTISEMENT BANNERS

The Town of Yorktown Department of Parks & Recreation offers businesses and organizations the opportunity to advertise on our athletic fields. Please complete the attached “Field Advertisement Banner Request Form” and submit to the Recreation Department office at 176 Granite Springs Rd. Yorktown Heights, NY 10598. Along with this form, a **proof of your proposed banner** and a **check for payment** must be submitted. Please continue reading for additional information.

GENERAL RULES:

- All banners will be provided by the Department’s approved vendor, Signs Ink of Yorktown.
- All banners will be 3 feet in height by 8 feet in length.
- All banners will be printed in your choice of colors on mesh background.
- Banners must not contain profanity, inappropriate imagery, references to drugs, alcohol, tobacco, and/or gambling.
- All banner proofs are subject to approval of the Parks & Recreation Commission
- Banners will be displayed for one (1) season, March – October.

SUBMISSION GUIDELINES:

- Request forms, proofs, and payment must be submitted to the Recreation Department no later than February 28th. The Parks & Recreation Commission will approve banner designs at the March Commission Meeting.
- Logo designs must be available digitally in camera ready EPS or PDF format. *
 - *Recreation Department will accept logos in alternate formats for an additional set-up charge.
- Parks staff will hang banners at the start of the season and remove/store banners at the conclusion of the season.
- Location requests will be taken into consideration but cannot be guaranteed.

FEE STRUCTURE:

- **For all new banners, a check made out to Signs Ink must be submitted in the amount of \$250.00 per banner**
- *One-time set-up charge for non-formatted artwork on new banner: **\$80.00**

	SINGLE BANNER	TWO BANNERS	THREE BANNERS
NEW	\$500	\$800	\$1000
RENEWAL	\$400	\$600	\$700

- Please make checks payable to Yorktown Parks & Recreation Department



FIELD ADVERTISEMENT BANNER REQUEST FORM

NAME OF BUSINESS/ORGANIZATION: _____

CONTACT PERSON: _____

PHONE: _____

EMAIL: _____

STREET ADDRESS: _____ **CITY:** _____

STATE: _____

ZIP: _____

PLEASE CIRCLE ONE:

NEW BANNER

RENEWAL

NUMBER OF BANNERS REQUESTED: _____

PLEASE SELECT PREFERRED LOCATION(S) FOR BANNER(S):

GRANITE KNOLLS FIELD 1 SIDELINE.....

GRANITE KNOLLS FIELD 1 ENDZONE.....

GRANITE KNOLLS FIELD 2 SIDELINE.....

GRANITE KNOLLS FIELD 2 ENDZONE.....

GRANITE KNOLLS BASEBALL (OUTFIELD).....

WOODLANDS LEGACY FIELD SIDELINE.....

WOODLANDS LEGACY FIELD ENDZONE.....

WOODLANDS LEGACY BASEBALL (OUTFIELD).....

(OFFICE USE ONLY)

DATE SUBMITTED: _____

AMOUNT PAYMENT RECEIVED: _____

PROOF RECEIVED: _____

APPROVED BY REC COMMISSION: _____

STAFF SIGNATURE: _____

DATE OF APPROVAL: _____