

Jackson Center Area Greater Growth Association

*P.O. Box 690
Jackson Center, OH 45334*

VILLAGE SIGN REQUEST

Request must be made at least 48 hours prior to display date.

Today's Date: _____

Name of Person Making Request: _____

Phone # (in case there are questions about your request): _____

DATE MESSAGE IS TO RUN: ___/___/___ - ___/___/___

Message: Please keep information BRIEF (time, date, location...)

___ I have attached information (flier, etc.) I would like the sign master to utilize this information to create the board information.

COST:

A. Birthdays/Birth Announcements/Anniversaries/Congrats

___ \$5.00 1-day (limited to one day only)

A. Advertisements from Jackson Center Residents and Businesses

- ___ \$5.00 run 1day
- ___ \$10.00 run 2 days
- ___ \$15.00 run 3 days

B. Advertisement/Announcement from another community

- ___ \$10.00 run 1 day
- ___ \$20.00 run 2 days
- ___ \$30.00 run 3 days

C. Non-Profit Fees (any 501-C3, school, church, or civic group) from Jackson Center

Name of Non-Profit Organization: _____

- ___ FREE run 1day – limit one per month
- ___ \$5.00 run 2 days
- ___ \$10.00 run 3 days

D. Non-Profit Fees from another community:

Name of Non-Profit Organization: _____

- ___ \$5.00 run 1 day
- ___ \$10.00 run 2 days
- ___ \$15.00 run 3 days

I understand that information may be adjusted to a desired message length.

Signature of Requester: _____

TOTAL DUE: \$ _____

(Checks/money orders made out to JCAGGA)

<i>For office use only:</i>
Date: _____
Amount Paid: _____
Method(circle one): cash check # _____
Initials _____

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ELECTRONIC VILLAGE SIGN RULES

1. Lengthy message will be edited to allow for quick viewing.
2. No political issues, levies, or candidates will be advertised.
3. Birthdays/Anniversaries/Birth Announcements will be limited to a 1 day run.
4. Personal items for sale will not be permitted (i.e., autos, garage sales, etc.). The Village/Growth Association will advertise the community garage sale.
5. Forms will be maintained for 90 days.
6. Forms and payments can be submitted to the village office between 8 am-4 pm. If it is after hours, forms can be placed in an envelope with the correct amount of money and dropped in the night deposit box at the village office. When putting forms in the night deposit box, make sure the envelope is clearly labeled SIGN REQUEST.
7. Checks should be made to: JCAGGA (Jackson Center Area Greater Growth Association).
8. Forms must be submitted at least 48 hours prior to when announcement is to be aired.
9. Messages must not contain vulgarities, obscenities or offensive language.
10. All messages which are submitted have the right to be declined, or revised by the JCAGGA and/or the designated sign master. The requestor will be contacted immediately if the message is declined or revised. Refunds will be made if the message is declined.
11. Village information (ie snow removal, pool information, hydrant flushing, etc) and events (community days, blood drives, family fun day, etc) may run repeatedly over an extended amount of time and will be provided by the Village Administrator or sign master and run at no cost.

SIGN INSTRUCTIONS

Obtaining and Submitting forms:

Forms can be picked up from the Village office or obtained on-line at the village website www.jacksoncenter.com Go to the "Forms and Publications" tab.

Forms and payments can be submitted to the village office between 8 am-4 pm. If it is after hours, forms can be placed in an envelope with the correct amount of money and dropped in the night deposit box at the village office. When putting forms in the night deposit box, make sure the envelope is clearly labeled SIGN REQUEST.

Payment must be made by cash, check or money order when the request form is submitted. All checks should be made out to the JCAGGA (Jackson Center Area Greater Growth Association).

To ensure that your message is posted, all forms must be submitted at least 48 hrs before message is to be aired. Late requests may or may not be able to be honored.

Cost per day for Advertisements/Birthdays/Birth Announcements, Events, etc from Jackson Center:

\$5.00 per day

Birthday/Birth/Anniversary announcements will run for 1 day only.

Event and community announcements can only run up to 3 days in a row.

Cost per Day for Non-Profit from Jackson Center:

1st day is a free run (limit to 1 per month). 2nd and 3rd day will cost \$5 per day.

Cost per Day for Advertisements, Events for or from another community:

\$10.00 per day for Profit Organizations

\$5.00 per day for non-profit groups