



**2 East Sandusky Street
Fredericktown, Ohio 43019
740-694-9010 | Fax 740-694-9032
fredericktownohio.net**

If you accept the conditions of the electronic message sign policy, please fill out the message request form and email it to village@fredericktownohio.net (at least two weeks prior to your event) with the following information.

Organization Name	Type of Event
Contact Person	Time of Event
Telephone Number	Location of Event
Email Address	Date(s) Message Should Appear on Sign
Date of Event	Content of Message

Message Formatting

All messages posted to the electric message sign must follow these formatting requirements:

1. Messages on the electric message sign are limited to three lines per layer (screen). Messages will be limited to no more than two layers per event or notice.
2. Messages will remain fixed within the display area for a minimum of ten seconds per layer.
3. The message display will not include any animation, flashing, scrolling, or otherwise moving message. Messages must instantaneously change without transitions or off time.
4. Authorized Village Staff will determine the appropriate font style and size to enhance readability of the message. Font will be bold, simple, and utilize the full width of the sign. No cursive or script like font will be used.
5. Fluorescent background colors will be avoided. Contrasting text and background colors must be chosen to enhance readability.



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ELECTRONIC SIGN MESSAGE REQUEST FORM

Organization Name: _____

Contact Person: _____

Phone: _____ Email: _____

Date of Event: _____ Time of Event: _____

Type of Event: _____

Location of Event: _____

Message display date(s): _____

Limited to 30 days or less.

Proposed wording for sign. Keep wording concise. Avoid spelling out complete sentences. Short and simple words are recommended for passing motorists. (limited to three lines and two screens):

By checking this box and signing below, I acknowledge that I have read and agree to the Village's Electronic Message Sign policy.

I further acknowledge that I understand the village has the sole authority to remove any message from the village Sign at any time and for any reason.

Print Name

Position/Title

Signature

Date