



MD of Greenview Outdoor Digital Sign Request Form

- Email completed forms to Communications Department at communications@mdgreenview.ab.ca
- Ad material to be submitted 3 weeks in advance of event
- See Greenview Digital Signs Policy No. 7000 for procedure, priority system & non-permitted messages

Purpose: To provide government and community information to residents, ratepayers, and visitors to Greenview by displaying events, functions, and messages that inform and enrich the community while establish rules for information that is provided on outdoor municipal digital signs. (as per Greenview Digital Signs Policy No. 7000).

Contact Information:				
Todays Date:				
Organization Name:				
Contact Name:				
Contact Phone:				
Contact Email:				
Advertisement Content & Date Required: (maximum 5 lines & maximum 30 characters per line)				
Line 1:				
Line 2:				
Line 3:				
Line 4:				
Line 5:				
Date Required:	Message Start Date:		End Date:	
	Message Start Time:		End Time:	
Graphic Dimensions & Requirements:				
Sign Request:	Grande Cache Digital Sign (Telemetry)		Grovedale Digital Sign (OnVision)	
Option 1:	Provide completed ad: 1920 x 1080 pixels (horizontal format)		Provide completed ad: 780 x 480 pixels (horizontal format)	
Option 2:	Email Logo and/or Photo (200 x 200 pixels, min 300 dpi, JPG or PNG)		Email Logo and/or Photo (200 x 200 pixels, min 300 dpi, JPG or PNG)	
Options: 1. Provide an already created ad as per the ad dimensions below 2. Provide logo, content & image. We will create ad and provide a proof for approval.				
Messages will be placed on the sign no more than 2 weeks prior to the date of the event. Messages are most effective when they are very short. Keep information less than 50 characters. When messages are short, font size can be maximized and the message becomes more effective and easy to read.				
Acknowledgment of Use:				
I _____ have the proper permission from the named organization				
to utilize the submitted logo, photo and or ad for this digital.				
Date:				
Signature :				
FOIP Clause - This information is being collected under the authority of section 33(c) the Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to administer the Municipal District of Greenview Digital Sign Advertising Program. The personal information provided will be protected in accordance with Part 2 of the Act. If you have any questions regarding the collection, use and disclosure of personal information, please contact the FOIP Coordinator at 780-552-7600 ext. 7608.				

For questions , please contact MD of Greenview Communications Team at 780.524.7600 communications@mdgreenview.ab.ca.