



ENTRANCE SIGN DISPLAY APPLICATION FORM

In order to ensure that all displays are consistent with the City's sign code, other laws, and the mission and communications strategy of the City, per the City of Federal Way Entrance Sign Policies and Procedures, departments and/or community groups must obtain approval from the Mayor's Office prior to adding a Qualified Event to the display screen of the City's entrance sign. Once approved, an applicant will work with designated staff to create the actual display image and message. Please submit this form (with Director approval for internal requests) to the Mayor's Office and allow up to 5 business days for processing. If you have any questions about this form or the City's policies, please contact the Mayor's Office.

Date: _____

Internal Requests Only: Director Approval

Signature

Date

Contact Information

Name: _____ Department or
Community Group: _____

Phone Number: _____ Email: _____

Description of Qualified Event

Name of Event: _____

Date of Event: _____ Location of Event: _____

Does the Event Take Place in the City of Federal Way: ☐ Yes ☐ No

Please list all sponsors of the Event: _____

Purpose of the Event: _____

What is the anticipated attendance at the Event? _____