



City of Palos Verdes Estates
Banner Request Application

The City is supportive of neighborhood activities that promote a greater sense of community. This contributes to the ambiance of our city. Banner requests a part of promoting these events and the City provides two locations for placement; **Malaga Cove** and **Lunada Bay**.

All banner requests are required to abide by the following conditions:

- ✚ Banner size: 3'x 8 – must be reviewed and approved by City.
- ✚ Must be dropped off at City Hall marked “City Manager’s Office” at least one week prior to posting.
- ✚ Must be picked up no later than two days after the approved period.
- ✚ Be mindful on wording (not much or not enough), colors and designs (artwork) shouldn’t overwhelm message
- ✚ Indicate how many weeks you would like to have it up for view (average 1 to 2 weeks) if there is nothing else scheduled, we can leave it up longer
- ✚ City functions or events may come up and will be placed as a priority (rarely happens, but it can). City will attempt to accommodate most request.
- ✚ Submit your request to Erika Hsu, ehsu@pvestates.org, 310-378-0383, within 6-8 weeks before you post. The sooner the better since it may already be reserved

Date of Application	_____
Contact Person:	_____
Address:	_____
Phone Number and Email:	_____
Event Date:	_____
Banner Location:	_____
Please Describe Your Event:	

For Office Use Only

Date Submitted:	Date Approved:
City Manager Signature:	