



City of Ripon Electronic Message Center Message Application

Office Use Only

Received: _____

Approved: _____

Published: _____

The Electronic Message Center (EMC) may be used by local government agencies and Ripon local nonprofit organizations that are registered on the City of Ripon’s Master List of Non-profit Agencies. Religious agencies may promote annual community-wide events, but not corporate church worship services and weekly events. Events shall take place in the City limits that are available to the general public. Applications shall be submitted with the information requested to be displayed, in an approved format, to the City Clerk a minimum of thirty (30) days prior to the date requested to begin being displayed. No information may be submitted by telephone. The maximum duration any message from a local government agency or Ripon local nonprofit will be displayed is thirty (30) days. Each message shall be complete in itself and shall not continue on a subsequent message. Messages may be edited for conciseness, clarity, and conformity to the limitations of the EMC. The City of Ripon offers no guarantee with respect to appearance of messages on the EMC. During busy times, the City of Ripon may elect to limit or not program submitted events. To view the EMC Policy visit www.cityofripon.org.

Name of Contact: _____

Name of Organization: _____

Are you on the City of Ripon’s approved Non-Profit List: Yes ____ No ____

Phone Number: _____

Email Address: _____

Event Name: _____

Event Date: _____

Message start date: _____

Message end date: _____

All messages must be:

Word or Publisher Format

RGB format only

Size: 288w x 144h

Note: Less is more when it comes to the creation of your sign. When creating your sign keep in mind that it will display for 8 seconds at a time. The majority of people viewing this will be driving by and will not actually see it for a full 8 seconds. The less words, and the bigger the text, the better chance that people will be able to read it. Include your organization, event, event date, and contact information. A good rule of thumb would be to aim for no more than 75 characters (including spaces and punctuation) over 4-5 lines. Contrast is very important; make sure the letters and logos contrast each other and the background.

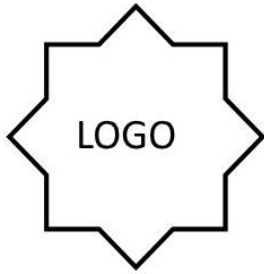
Please email your message image to Jane Kilgore at jkilgore@cityofripon.org

If you have questions, please call Jane Kilgore at 209 599-2108 or email jkilgore@cityofripon.org

I, the undersigned, hereby certify that I have reviewed and understand the conditions set forth in the Electronic Message Center Policy and that I will abide by the Policy.

Applicant Signature

Date



Event Name

MM/DD/YYYY

000-000-0000

www.website.org



Event Name

MM/DD/YYYY

000-000-0000

www.website.org

Event Name
MM/DD/YYYY
000-000-0000
www.website.org