BANNER PROGRAM APPLICATION

The Village of Covington under Ordinance 16-26 established a banner program. The regulations and eligibility guidelines, which are available for download and the website https://villageofcovington.com/wp-content/uploads/2026/10/05-High-Street-Banner-Program-2026.pdf list the following items as the purpose of the program:

1. The promote community events and the Village in general through the installation of properly designed and installed banners on street poles.
2. To complement the aesthetic appearance of the Village by introducing color, a sense of excitement, and community feel through colorful and properly design banners.
3. To allow individuals and organizations to participate in the financing of this program through sponsorship.
4. To create an effective administrative process to manage the Banner Program.
5. Pursuant to Ordinance 16-26, the Village Administrator is hereby authorized to establish an administrative process, policies, guidelines and fees to implement a carry out the Banner Program consistent with the purpose of such program.

General Banner Guidelines

1. All banners shall be printed on both sides of the banner fabric.
2. Banners shall be made of marine acrylic canvas or heavy reinforced vinyl resistant to ultraviolet rays, mold, and mildew.
3. Each banner shall have two (2) double stitched reinforced hems and two (2) brass grommets.
4. Banners shall be 24” x 38.25” in size.
5. Banners will be maintained by the Village of Covington.
6. Banners shall not be used for the advertising or promotion of commercial products, corporate entities, or services by the sponsoring agency, organization or person.
7. Banners shall not be used to convey political messages or campaign or religious messages.
8. Banners shall not contain any offensive, hateful and/or negative messages or graphics. The Village at its sole discretion may refuse to accept and/or fulfill an order for any banner containing language or graphics with a questionable message as deemed by the Village.

Photo Requirements

Printed Photographs must be at least 8” x 10” and be in color, black & white, or sepia toned (brownish). Digital Photographs must be at least 24” x 24” and 300 dpi in JPEG, TIF, or PNG formats. Web images or cellphone photos of original images are not acceptable as the quality will degrade when put onto the banner.

Application Process

Interested sponsors will need to complete and submit the application form attached along with the required fee, and drop off their application at the Government Center, 1 S. High Street, Covington, OH 45318 for consideration.

Deadlines

Please see Covington Banner Program – Policies and Guidelines https://villageofcovington.com/wp-content/uploads/2026/10/05-High-Street-Banner-Program-2026.pdf

VILLAGE OF COVINGTON
1 South High Street, Covington, OH 45318
contact@villageofcovington.com | phone: (937) 473-3420 | www.villageofcovington.com

BANNER PROGRAM APPLICATION

SPONSOR INFORMATION

SPONSOR NAME:	DATE OF APPLICATION	TYPE OF SPONSORSHIP ☐ Hometown Hero ☐ Community Event ☐ Welcome / Seasonal

Contact Information

CONTACT NAME (If different from Sponsor Name)	ADDRESS	PHONE / EMAIL CONTACT

BANNER INFORMATION

Hometown Hero Banners

NAME OF HOMETOWN HERO	BRANCH OF SERVICE	RANK
HERO'S CONNECTION TO COVINGTON	DID YOU PROVIDE A PHOTO FOR USE THAT MEETS THE REQUIREMENTS? ____YES – PLEASE EMAIL TO CONTACT@VILLAGEOFCOVINGTON.COM	

Community Event / Welcome / Seasonal Banners

SPONSORSHIP NAME ON BANNER (EXAMPLE – THE SMITH FAMILY)

DID YOU PROVIDE A PHOTO / IMAGE FOR USE?

- ☐ No, please use any photography the Village wishes (standard)
- ☐ Yes, a unique single photo (additional fees and conditions apply – see regulations)
- ☐ Yes, multiple images photos (additional fees and conditions apply – see regulations)
- ☐ Yes, I have provided full designs (additional fees and conditions apply – see regulations)

Agreement / Standards / Understanding

- ☐ As a sponsor, I have read the regulations adopted under Ordinance 06-23 which regulate the Banner Program and agree to abide by them.
- ☐ I understand that banners are the property of the Village of Covington, and are not required to be returned to the sponsor after they are put up.
- ☐ I agree to pay the required sponsorship fee based on the type of banner I am requesting to sponsor, and understand that this fee is non-refundable, and does not guarantee that the banner will be put up as part of the current block of banners, but will be placed on a list, and that the banner will be put up in a first come, first served manner.
- ☐ I understand that the banner will be put up once for a minimum of 60 days.
- ☐ I agree that the Village of Covington is not liable for any damage to the sponsored banner due to vandalism, natural causes, or any other reason and that the Village has the right to remove the banners

Applicant's Signature

APPLICANT'S SIGNATURE	APPLICANT'S PRINTED NAME	DATE

OFFICE USE ONLY

Processed By:	Banner Number:	Fee Paid - CASH / CHECK # / RECEIPT #	DATE

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