



## Village of North Aurora Digital Community Sign Policy

- All notice/message requests for the Village's Community Sign will be managed by the Village's Administration Department.
- Requests will be honored as they are received, however Village notices will have priority.
- All requests must be submitted in writing using the Village's Community Sign Request Form.
- Requests will be accepted only from local non-for-profit entities: schools, churches, PTA's, scouts, community clubs, etc. **however, the Village reserves the right to post other requests that are deemed important to the general public.**
- No political message requests of any kind will be accepted or posted.
- No commercial message requests will be accepted or posted from for-profit businesses.
- Notices may be posted for one to two weeks based on available space/time. The Village has the right to adjust the length of time any message may be posted.
- Notices should be as brief as possible, to ensure passing motorists can comprehend the message within 2-3 seconds of seeing it.
- Village Administration may use their own discretion to alter wording of the requested notice to accommodate for time and spacing if necessary.
- Completed Community Sign Request Forms should be submitted by e-mail to: [communitysign@northaurora.org](mailto:communitysign@northaurora.org) or can be dropped off in person to the Village Hall, Attn. Administration at 25 E. State Street, North Aurora, IL 60542.
- Submitting a request for the Community Sign Board does not guarantee that your message will be displayed.



**VILLAGE OF NORTH AURORA**  
**DIGITAL COMMUNITY SIGN REQUEST**

Date of Request: \_\_\_\_\_

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Message may be run for up to 2 weeks at a time:

Start Date: \_\_\_\_\_ End date: \_\_\_\_\_

Because the Village’s new digital community sign will be constantly “moving” as opposed to being a fixed community sign, messages on the sign will be displayed for approximately 5-8 second intervals as the sign rotates between messages.

The messages need to be short and concise to get the message across to commuters within 2 seconds of seeing the message. In order to fit the requirements of the digital sign board and to fit within three lines of text, the information for the message should be concise and contain the pertinent information: event, location, date(s) and the time.

PLEASE USE ONLY ONE SPACE FOR EACH LETTER, NUMBER, COMMA, PERIOD OR SPACE  
TOTAL OF 60 AVAILABLE SPACES

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Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*The message requested must adhere to the Village of North Aurora’s Digital Community Sign Policy in order to be approved for posting. For any questions regarding the Digital Community Sign postings or policy, please contact the Village Hall at 630-897-8228, ext. 224.