



CITY OF LEOTI

Council Meeting
1st & 3rd Monday – 7:00 p.m.

Leoti LED Sign Request Form

- *Displays 7 lines of 4.4" tall characters
- *Approximately 23-29 character's per line
- *Capable of displaying 1-7 lines of text

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email Address: _____

Details of Request:

I hereby certify that the request given by me herein is intended to enhance communications between the City of Leoti and the Wichita County community as well as raise the spirits of local residents. Further I understand that the City of Leoti will always have first priority for its message.

Signature: _____

Date: _____

CITY USE ONLY DO NOT MARK

Received by: _____

Date and Time: _____

Comments/Observations: _____

Date Request Opened: _____

Date Request Closed: _____

Accepted Needs Revision Denied:

Reason: _____



Guidelines for the City of Leoti's Digital Sign

The sign is intended to enhance communications between the City of Leoti and the Wichita County community as well as raise the spirits of local residents. Displays on the sign should be positive, informative and consistent with the guidelines listed.

The City of Leoti will always have first priority for its message. At no time is the City's message to get lost in a clutter of other messages.

The City of Leoti will not compete with other private businesses in Wichita County which gain revenue from advertising.

The City Clerk and designated staff shall manage sign use and screen displays to be consistent with City goals. If necessary the City Clerk shall add and or define further sign management in writing.

Displays that would be consistent with the City's goals would be:

1. Events sponsored by local organizations, such as WC Economic Development annual events, AIM Coalition events, WC Park & Recreation events, 4-H, Alumni events, local churches and the like.
2. Special events like tournaments, playoffs, championships, etc. (**sign is not to be used as a calendar of activities**).
3. Personal displays are allowed.
4. All qualifying displays will be utilized as space and time permit.
5. Displays shall not diminish the City of Leoti's own displays and messages.
6. Things that ARE NOT ALLOWED:
 - *Advertising of sales events, prices, business locations
 - *Any and all political advertising
 - * Schedules of activities

These are guidelines and the City Clerk shall have full authority to conduct sign management in the best interest of the City of Leoti.