

St. Patrick's Catholic Church of Elkhorn

Marquee, Signs, Posters, Digital Screen Policies and Procedures

Marquee Sign on Corner of Property

- 1 Purpose of Marquee/Sign
 - Advertise the events and opportunities at St. Patrick's
 - Get information to non-parishioners and non-Catholics
 - Give a clearer identity to our facility – sign on the corner and not offset. More prominent.
- 2 Type of Information on Marquee
 - What's going on... primarily advertising to the non-parishioner
- 3 Priority of Information
 - Based on date submitted and/or deadlines
- 4 Maintaining/Changing Information
 - Maintenance Director and/or Facilities Manager
- 5 Who can advertise on the marquee?
 - Only parish sponsored events or parish groups/clubs
 - Fundraisers must benefit the parish
- 6 How long is information allowed on marquee?
 - 1-2-3 weeks – completely dependent on what is going on. (Items such as school/preschool registration may go up for 1-2 weeks, down for a week; then back up.)
- 7 "Administration" of the Marquee
 - Requests turned in to Facilities Manager – at least one month prior, but the sooner the better! A form will be supplied for requests.
 - Who decides what goes on sign? Facilities Manager unless conflict; then it will go to Parish Pastoral Staff.

Yard Signs and Banners

- 8 No banners
- 9 "Yard" signs *at entrances or perimeter* of property
 - Parish Groups – 1-2 weeks
 - Catholic organizations – Neighborhood churches – Possibly other local community events – must obtain permission and one week maximum.
 - Only two signs at a time per event or organization.
 - Preferential treatment to parish groups – if too many signs, outside organizations must come down.
 - The City of Omaha has the right of way along the streets and entrances of our campus. Permits may be required for placement of signs. If a fine or charge is assessed by the City of Omaha due to non-coherence of laws/rules, the financial penalties will be passed to the group/club to whom the sign belongs.
- 10 "Yard" signs *within* property (not just along outside streets)
 - Inside parish groups only – 1-2 weeks
 - Nothing in front of church or in flower beds. (Can be in front of Boland Hall or off to east.)

Posters/Signs

11 Posters/signs in the Church and Church Welcome Center

- No posters/signs on the glass or doors.
- Posters/signs are allowed in the alcove of the Narthex.
 - Items must be approved and initialed by Facilities Manager prior to hanging.
 - Refer to items 5 and 6 above for who can advertise and length of time to advertise.

Digital Screens

12 Advertising on digital screens throughout the Facility

- Refer to Items 5 and 6 above for who can advertise and length of time to advertise.
- Requests are to be sent to the Technology Director.