

# ***Pittsford Village Community Events Sign Information***

The Village has provided a Community Event sign as an alternative to the use of A-frame sandwich board signs. The sign is located near 18 South Main Street. The sign will allow posting of community events, in accordance with the policy adopted by the Village. Listings will be accepted and maintained based on this policy, as set forth below. Posting of any event on the Community Event sign does not indicate Village support or sponsorship.

State Department of Transportation policy & Village law disallows the use of A-frame signs on or near the right-of-way and on private property. Violations to this law will result in a fine to the organization.

## **Village Sign Policy:**

- **Official announcements and events for the Village and Town are given priority.**
- List only events held within the Village or Town of Pittsford; out of town events are **not** permitted.
- Available to all Pittsford-based **non-profit** organizations. Political, religious, or personal messages or events will not be allowed.
- Listing requests will be processed and assigned on a first received basis and will take into account the event date and date of submission.
- A maximum of two listings will be posted on the sign at any one time.
- Maximum of 16 characters per line, four-line restriction including spaces and punctuation. The use of proper abbreviations is required.
- Limit of 7 days total for any one listing, depending upon demand and availability.
- Maximum of one event per month per organization. Please note due to the number of requests for posting, that the event listing may not be posted the day of the event, so please do not depend on it. It is an announcement only.
- Request for posting **must** be received by the Village Hall at least two (2) weeks prior to start date, on the official form, and include all listing information. Listings with incomplete information **will not** be processed.
- Listing application form is required to be emailed or mailed as indicated on the form. The Village is not responsible for lost or delayed submissions.
- All posting and updates are at the discretion of the Village.
- Listing request form can be found on the Pittsford Village website at [www.villageofpittsford.com](http://www.villageofpittsford.com). It can be filled in and emailed to [villageclerk@villageofpittsford.com](mailto:villageclerk@villageofpittsford.com), or downloaded, printed, and mailed. Forms are also available at Village Hall, 21 North Main Street, Pittsford, NY 14534. Listing requests cannot be accepted via phone.

Please fill out the information below as you would like to see it displayed (16 character limit including spaces)

LINE 1: Organization

LINE 2: Event Name

LINE 3: Date and Time

LINE 3: Location of Event

Organization \_\_\_\_\_

Requestor's Name (Please print) \_\_\_\_\_

Event Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ E-Mail \_\_\_\_\_

For more information, please call (585)586-4332  
Village Clerk