



## *Stewart County Mayor's Office*

---

**Rick Joiner, County Mayor**

P.O. Box 487

Dover, TN 37058

Phone: 931-232-3100 Fax: 931-232-3111

### Stewart County LED Sign Policy

The purpose of the LED lighted sign located at the Stewart County Visitor Center, 117 Visitor Center Lane, Dover, TN 37058 is to provide another mechanism to disseminate information to the public. The sign may not be used to display advertisements or other messages on behalf of private entities or individuals. Exceptions may be granted by the County Mayor on an as needed basis.

It is a non-exclusive listing with multiple announcements running consecutive. Further, items will not be posted for longer than two weeks and must be submitted at least two weeks in advance of the requested display date. Please see attached LED Sign Request Form.

#### Example List of Acceptable Organization Events:

- Community events, functions and celebrations where the Stewart County Mayor's Office demonstrates support;
- Emergency Messages;
- Program or event offered, or hosted by a Volunteer non-profit community group;
- Recreation programs and public events offered at City and County facilities which are open to the public.

The sign is not available to for-profit business, political groups or candidates for elections purposes, or for political action. The Mayor shall have the authority and sole discretion to deny use of the sign based upon availability or to groups whose mission or purpose is deemed to be offensive or against the best interest of the residents of Stewart County.

The Stewart County Mayor's Office reserves the right to determine message priority, display time, display order and wording (i.e. word order, appropriate short forms). We are not responsible for any errors or omissions in content.

# **STEWART COUNTY LED SIGN REQUEST FORM**

(This form is for the LED lighted sign located at Stewart County Visitor Center, 117 Visitor Center Lane, Dover, TN 37058. The form must be submitted at least two weeks in advance of the requested display date.)

## **Contact Information**

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

Organization: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

## **Event Information**

Event Description: \_\_\_\_\_

Location of Event: \_\_\_\_\_

## **Posting Information**

For maximum visibility, postings should be limited to four (4) lines with no more than 18 characters per line. Additional lines/characters will render in a smaller font size. Please keep in mind that each letter, space, and punctuation mark counts as a character.

Content:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please submit this form to:

Stewart County Mayor's Office

P.O. Box 487

Dover, TN 37058

Fax: 931-232-3111

E-mail: [stewartcountymayor@mchsi.com](mailto:stewartcountymayor@mchsi.com)