Light Pole and Skyway Banner Request Procedures

Note: *Requests should be submitted at least 10 business days before the requested date to install the banners. Failure to do so may result in delays in the processing of the request.*

Step 1: Contact Trish Daugherty in the Marketing Office, (tel) 651-266-6766, (fax) 651-266-8689, or (e-mail) mailto:trish.daugherty@ci.stpaul.mn.us. The Marketing Office determines and approves the availability, locations, and schedule of the banner placement.

Requestors should:

- Download "*Banner Instructions & Request Form – Light Poles*"or "*Banner Instructions & Request Form – Skyway Bridges*" on the Marketing's website.

- Review the City's requirements and complete the request form.

- Mail, e-mail, or fax to Trish Daugherty the request form along with a copy of the certificate of liability insurance and a copy of the banner design with the banner dimensions listed. The Marketing Office will calculate the cost of banner installation to the requestor.

Step 2: When approved by the Marketing Office, the request is forwarded to Yaya Diatta, Department of Safety and Inspections (DSI), (tel) 651-266-9080 or (e-mail) Yaya.Diatta@ci.stpaul.mn.us. DSI determines and approves the content, design, and sponsorship (no more than 15 % of the banner), the duration of the installment, and verifies the organization's insurance.

Step 3: Requestors should contact the Marketing Office to check on the status of their banner request.

Step 4: Once approved, requestors must contact John McNamara, Street Lighting Division of the Department of Public Works, (tel) 651-266-9780 or (e-mail) John.McNamara@ci.stpaul.mn.us, to coordinate the delivery of the banners. John McNamara oversees the installation of the banners and if arrangements are not made with him to pick up banners after they are taken down, the banners will be disposed.