



BANNER POLE GUIDELINES

For Village banner poles:
- NE Corner Waukegan & Deerfield Roads
- NW Corner Robert York & Deerfield Roads

The banner poles are intended to display banners announcing community events and celebrations and shall not be used for the display of commercial advertisements.

- Banners are typically displayed for a two week period preceding a community event.
- Banner time on the pole is reserved on a first come first served basis.
- A drawing of the proposed banner must be submitted to the Village for review and approval of its contents and design.
- Banners are provided and paid for by the organization wishing to display the banner. Specifications for the banner are available at the Village Hall.
- Banners should be dropped off at the Community Development Department at least one week before scheduled flying time.
- Banners may be picked up after flying time or stored at the Village if the banners are used for an annual event.
- In the case of an annual event, a call must be made every year by a representative of the community organization to reserve a specific flying time.
- To assure your banner is ready on time, start the process early.
- Contact Jean Spagnoli at 847.719.7483 or jspagnoli@deerfield.il.us to reserve a time to fly your banners or if you have any questions.