

Name of Event:			
Organisation:			
Event Contact Name			
Phone:		Mobile:	
Email:			
Website:			

Event Details					
Event Date/s:		From:	am/pm	To:	am/pm
Location of Event:					
Dates for Signboard to be Shown:		From:		To:	

A Description of the Event:	
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Event Signboard Guidelines

Glenelg Shire Council, together with Vic Roads, has one event signboards in Heywood. The signboard has the display capacity for 3 events which the following guidelines apply:

1. These signboards will replace all other tourism-related signage at these entrances.
2. To have an event sign displayed, a booking must be made with the GSC Events unit by email at evetns@glenelg.vic.gov.au
3. The event committee is responsible for the cost of each sign to be made, but there is *no charge for the displaying* of the sign within the signboard.

All signs must be professionally made by a sign writer, and made of 5mm corflute. The size for both signboards is 1000mm x 1000mm. The Community Group is responsible for the preparation of the sign (approx. \$100) however there is no charge for displaying the sign within the signboard.

4. The sign has a maximum display period of 1 month and will depend on booking availability.
5. The sign is to have no more than 15 words and 2 logos/pictures to insure sufficient readability.
6. The Events Unit will be responsible for installing event signs into the sign board, so all signs must be delivered to the Heywood Customer Services office approx. 1 week prior to display. Members of the public must not install their own signs.
7. Event organisers are responsible for the collection of their sign at the completion of display, which will be available from the Heywood Customer Service Centre.
8. Any other signage placed on these roads without the permission of either VicRoads or the Events Unit is considered illegal and will be removed.
9. During quiet periods when there are no events being displayed local tourism operators or community groups can display "filler" signs, which are rotated with other operators and will be removed if an event is to be displayed. (Event signs have priority).

For more information contact:

Events Unit

Email: events@glenelg.vic.gov.au

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