



City of Muncie – Dept. of Public Works
5790 W Kilgore Av. Muncie, IN 47304
Telephone: 765-747-4878 Fax: 747-4794

BANNER INSTALLATION REQUEST

FAX REQUEST TO (765) 747-4794

Organization’s Name: _____

Today’s Date: _____

Contact Name: _____ Contact # _____

Dates for Installation from _____ to _____

**ALL REQUESTS MUST BE MADE 30 DAYS PRIOR TO INSTALLATION DATE.
ALL BANNERS NEED TO HAVE GROMMETS EVERY 24 INCHES.
ALL BANNERS NEED TO BE TOTAL MESH BANNER.
ALL BANNERS NEED TO BE DELIVERED TO THE CITY OF MUNCIE, STREET
DEPARTMENT 5790 W. KILGORE AVENUE BETWEEN 7:00 A.M. – 3:00 P.M.
MONDAY THRU FRIDAY AT LEAST (1) DAY PRIOR TO THE INSTALLATION DATE.**

LOCATIONS FOR BANNERS: CHECK ONE FOR EACH BANNER

EASTBOUND

WESTBOUND

_____ **McGalliard** between Lanewood and New York _____
size for this location: 42 to 48 inches wide
Max. of 24 feet long

BANNER REQUESTS ARE BASED ON FIRST COME FIRST SERVED

**Due to Lack of Storage banners need picked-up within one
week after notification by telephone**