

January 11, 2018

RE: 2018 BANNER PROGRAM OVERVIEW

The City of Saskatoon manages the Banner Program throughout Downtown, Riversdale, Broadway and other city-wide locations. The Banner Program adds colour and visual interest to our streets while promoting a variety of events, awareness campaigns, and other community-building efforts.

All applicants must submit an [online application form](#), even if continuing an ongoing installation from the previous year. Once approved, you will be sent a confirmation letter indicating key banner installation and delivery dates.

Please note the following information:

- **Banner Program applications are treated on a first-come, first-served basis.**
- Banner installation and removal is facilitated by Saskatoon Light & Power.
- **Applications must be received no later than 6 weeks prior to your preferred installation date.** Applications received beyond this deadline will be considered on an individual basis.
- **You must submit banner graphics for approval prior to manufacturing your banners.** Your graphics must be approved no later than 6 weeks prior to your confirmed installation date.
- **See Schedule C of the [Banner Program Policy & Guidelines](#) for 2018 banner installation fees.** Please review this document for banner specifications and other important program information.
- **Banners must be delivered to Saskatoon Light and Power, complete with a Banner Delivery Form, no later than 2 weeks prior to the scheduled installation date.** The Banner Delivery Form will be sent to you with your confirmation letter once your application is approved.
- **Late deliveries will be accepted at the discretion of Saskatoon Light and Power and are subject to a \$250 late-delivery fee.**
- **All banner application approvals are subject to availability.** Christmas decorations/decorative lighting installations take priority over banners unless other arrangements have been agreed upon.

If you have any questions regarding the Banner Program, please contact Liz Hoffman.

Thank you for your consideration. We look forward to your participation in the 2018 Banner Program.

Liz Hoffman
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