

Sign Requirements

Event producers wanting to advertise their event by displaying signage prior and/or during their event must follow the guidelines listed below:

- 1) Signage can only be displayed on-site during a special event,
- 2) Signage must be displayed within the boundaries of the event,
- 3) All signage must be removed from the venue immediately after event is over.
- 4) Check with your event coordinator about signage text requirements.

Approved Course Markings

Event producers wanting to mark the sidewalk, asphalt or desert trails for their event must follow the guidelines listed below:

Paint: only white, water-based turf marking paint is permissible.

Chalk: only lining chalk or marking gypsum is permissible.

Most hardware and home improvement stores carry these products.

ALL course markings must be removed immediately following the event.

Banners

Event producers wanting to display banners on light poles or on public rights-of-way (5th and Mill Avenue or Mill Avenue and Rio Salado) must contact the Special Event Office to check for availability and to coordinate scheduling.

The banner program is available to non-commercial groups, sponsors of special events, and professional sports teams. Banners may not emphasize a political or religious theme. In addition, the name, logo, or slogan of commercial sponsors should not be the predominant element of the design (i.e. more than 20% of the area). Banners should directly relate to the activity or program being promoted.

All signs and banners must meet departmental specifications and be installed in accordance with all rules and regulations. Signs and banners may not be installed in any way that will obstruct public streets and sidewalks.

Questions should be directed to:

Special Event Office
Contact: Jared Wilson
Phone: 480-858-2199
Email: jared_wilson@tempe.gov