

# WELCOME BANNER REQUEST FORM

**INSTRUCTIONS:** Use this form to request Welcome Banners to be displayed at Detroit Metropolitan Wayne County Airport (DTW). Application must be typed or printed using ink and signed by the responsible party. Submit form to [external.affairs@wcaa.us](mailto:external.affairs@wcaa.us) at least ten (10) business days before requested installation date. Requestor assumes any and all liabilities and further agrees to (1) Comply with all guidelines and or specifications under which a welcome banner is granted; and (2) Notify WCAA of any changes to the information provided for further review and approval. **By signing below, Requestor acknowledges that they have read and understand all conditions of approval, including the Welcome Banners & Meet and Greet Operations Guidelines, as set forth by WCAA.**

## APPLICANT INFORMATION

Official Name of Applicant/Organization

Mailing Address

Applicant's Contact Person

Phone

E-mail Address

## EVENT INFORMATION

Name

Start Date

End Date

# of Attendees

## GENERAL BANNER DISPLAY INFORMATION

*Please select from the following checkboxes.*

- Outdoor Digital Billboard – Option 1: Display includes a .jpg or .png logo (120 x 112) for event, no more than three (3) lines of text and no more than 100 characters.
- Vinyl/Cloth/Pop-Up Banner – Evans Terminal
- Vinyl/Cloth/Pop-Up Banner – McNamara Terminal
- Digital Banner – McNamara Terminal: file type .jpg format 1920 x 1080

Requested Install Date:

Work Order #

Date Artwork Received:

Artwork Approved?  Yes  No

Requested Removal Date:

Work Order #

Date Banner(s) Received:

Banner to be returned to Applicant:

Yes

No

Pick Up Notes:

Event Logo

**Three lines of text (100 characters max)**

## APPLICANT SIGNATURE

**By signing below, the Applicant acknowledges they have read and understand the Welcome Banner Guidelines as set forth by WCAA.**

Applicant's Signature

Date

Applicant's Printed Name

Title

Approved by Communications & External Affairs

Signature:

Yes

No

Notes:

Printed Name: