



847-931-6770 

specialevents@cityofelgin.org 

cityofelgin.org/specialeventspermit 

150 Dexter Court, Elgin, IL, 60120 

A W A R E N E S S R I B B O N P E R M I T A P P L I C A T I O N

If you would like to install ribbons to promote a cause or raise awareness for an issue, please complete this application. Dates and locations are first come, first served.

W H A T Y O U S H O U L D K N O W

- ▶ Completed application must be submitted to the Special Event Coordinator no less than 30 days before your event. Submission of an application does not guarantee approval.
- ▶ Applications are reviewed and approved by the Community Engagement Committee.
- ▶ There is no fee for this permit application.
- ▶ Ribbons must be installed and removed by the applicant.
- ▶ Ribbons can only be hung for a maximum of 14 days. Installation and removal dates must be in compliance with this policy.
- ▶ Ribbons must meet the specifications:
 - ▶ Made of durable material that will not deteriorate.
 - ▶ Hung appropriately and securely in a reasonable and approved location.
- ▶ This application can be emailed to specialevents@cityofelgin.org or sent to: City Hall Attn: Special Events, 150 Dexter Court Elgin, IL 60120.

C O N T A C T P E R S O N

This will be our city staff's contact person during the application process. This is where all correspondence will be sent during this permit process.

FULL NAME

EMAIL ADDRESS

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

E V E N T I N F O R M A T I O N

EVENT TITLE

INSTALLATION DATE // REMOVAL DATE

EVENT PURPOSE (WHAT IS IT CELEBRATING OR COMMEMORATING?)

PROPOSED ADDRESS AND HANGING LOCATION OF RIBBONS (I.E., HUNG ON STREET LAMPS, ETC)

DECORATION DESCRIPTION/CONTENT (TYPE OF MATERIAL, COLOR, ANY WORDS ON MATERIAL?)