

Memorial Drive Lutheran Church

Electronic Sign Guidelines

01/13/2015

City of Bunker Hill requirements include the following:

- **Lighting grid shall be a monochromatic, subdued color, such as amber, and shall not strobe, blink or move**
- **Sign shall be on and operated only during the hours from 7 am to 9 pm (14 hours)**

Memorial Drive Guidelines

- Church events take priority over facility user requests and are allowed multiple, different message displays
- Only church event messages to be shown during two weeks before Easter and Christmas
- Facility users allowed one message per day; message to be provided a week in advance
- All messages are limited to font, size, color, spacing, capital and small
- Maximum number of characters/spaces per line is 13; maximum of 4 lines per screen
- Static graphics may be used and must be submitted to the church two weeks in advance in order to be able to work with the software company
- MDLC may refuse to run any message at its sole discretion; all messages must be appropriate and in keeping with MDLC's role in the Kingdom of Christ

Memorial Drive Sign Strategy

- MDLC Calendar will be reviewed every Sunday and sign messages will be programmed for the next two weeks
- Request for changes must be made by the preceding Friday in order to get posted
- In the event of a time change or cancellation, the responsible party should notify the office secretary@mdlc.org or Karenwhitefield@me.com and the change will be updated
- We have a limit of 6 messages per day for all facility users that are constant; we can provide messages while a group's activity is in session in addition to this