

## **Banner Content and Specifications**

1. The Military Honor Banner Program is to be used for the benefit of recognizing those who are currently serving or who have served in the United States Armed Forces and pay tribute to our veterans and deceased veterans.
2. The City Manager or his/her designee shall manage the Military Honor Banner Program and have sole authority to approve the installation of banners meeting the requirements as stated in these guidelines for this program.
3. The banner design will be approved by the Military Honor Banner Program Ad Hoc Committee and shall be used as the template for all banners produced through this program.
4. All banners shall conform to the following specifications unless specified otherwise.
  - Banner Fabric: Synthetic or synthetic blend
  - Banner Size: 2.5' (30") wide by 6' (72") long
  - Banner Fabrication: Double-layered hems with 5/8 inch grommets for stability located in all 4 corners

## **General Procedures**

1. Applications will also be available in the City Hall lobby, located at 6131 Taylorsville Rd. Huber Heights, Ohio 45424.
2. Once the banner has been produced, City staff shall contact the applicant to confirm the location of the pole and schedule the installation of the banner.
3. Once banners are installed they will be displayed for two (2) years maximum or until the banners start to show deterioration. At the end of the display period, City staff will contact the family and/or applicant to arrange for pick up from City Hall within a reasonable timeframe once the banner has been taken down. Any banners unclaimed after this time will become the property of the City.
4. After two years, if the applicant is interested in another banner, a new application will need to be submitted along with the appropriate fee.
5. Replacement banners are available at a reduced price of \$96 as long as the replacement takes place within the first year. This would apply to banners being replaced due to severe damage from extreme weather elements and/or change in banner type from Active to Veteran. If an Active Honoree dies in service, the City will replace the banner to Memorial at no cost.
6. Should the applicant decide not to replace a damaged banner, the applicant must sign a waiver and/or statement

stating no further interest in replacing a banner. This will free up the pole for another interested person.

8. The existing fee for a banner is \$165. Please note that the fee may be increased/decreased in the future to meet the demands of the program.
9. The City will conduct periodic inspections; however, the City shall not be responsible for damage to banners falling off the pole due to extreme weather elements or other unforeseen events. The City will assist to put them back up as time permits.

### **Banner Installation Procedures**

1. The City's decision to install any banners will be based on the availability of City staff, resources and staff scheduling for installation and removal based on the "Banner Installation Schedule Procedures", as well as the banners' compliance with the banner program, including fulfillment of the criteria described above under "Banner Content and Specifications."
2. The applicant may request the general location where they would like the banner displayed. However, the City shall make the final determination of the banner location.
3. Banner installations will occur during two (2) periods of the year:
  - a. Memorial Day
    - i. Deadline to apply and order a banner is the last Monday in March
  - b. Veteran's Day
    - i. Deadline to apply and order a banner is the Tuesday following Labor Day in September

### **Other Specifications and Procedures**

1. Installation shall be the responsibility of the City.
2. Fabrication and design of banners is the sole responsibility of the City. Banner specifications will be provided by the City.
3. Once produced and installed, banners shall remain the property of the City until removed and presented to the family or requestor.
4. All banner requests shall be submitted by the approved application along with a picture and military branch of the officer.
5. Banner installation shall be limited to City poles with approved banner brackets.
6. Pole selection shall be limited to posts that work well for the program; this may limit the use of City street lights/signal lights.



## Huber Heights Military Honors Banner Program

The Program was created for residents to pay tribute and honor family members that are active military service personnel, veterans, or sacrificed their life while serving.

Upon submittal of this application, please review the Program Guidelines for further details. The cost per banner is \$165 for the production and bracket. Please send a check or money order payable to the City of Huber Heights Military Honor Banner Program with the enclosed completed application to:

Military Honors Banner Program  
6131 Taylorsville Rd  
Huber Heights, OH 45424

Application packets and payment can also be delivered in person to the above address.

### Honoree Information

Name: \_\_\_\_\_  
*The name you provide will be exactly how it's displayed on the banner*

Branch and Dates of Military Service:

*This information is for the actual banner so provide any military service you want to display along with enlistment and discharge dates.*

Type of Banner:  Active Duty  Veteran  Memorial

*To qualify for an active-duty banner, honorees must meet the following requirements:*

- Active-duty military personnel of the United States Armed Forces; AND*
- Current Huber Heights resident or Huber Heights is individual's hometown, OR*
- An immediate family member of a Huber Heights resident. (parent, spouse, child, sibling, grandchild, child-in-law).*

### Photograph:

It is suggested that purchaser provide the official military portrait of the honoree. The photograph must be of the service person in uniform.

A High-Resolution Photograph (40" wide at 100 dpi, approximately 5mb or larger) is preferred.

A 5x7 or larger color photograph can also be provided. Photograph must be of good quality and will not be returned. Please do not send original photograph.

## **Applicant Contact Information**

Name: \_\_\_\_\_

Relation to Service Person: \_\_\_\_\_

Applicant Address: \_\_\_\_\_  
# and Street \_\_\_\_\_ Zip Code \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

### **APPLICATION MUST INCLUDE:**

Official military photo (High Res digital preferred, or 5X7 or larger) AND  
verification of military status (Military ID or DD214 form)

To verify military status, the following resources are available:

The Department of Defense website: <http://www.defense.gov>

Veterans Service Records: <http://www.archives.gov/veterans/military-service-records> Servicemembers Civil Relief Act (SCRA) Website  
<https://scra.dmdc.osd.mil>

**Application Deadlines:** Last Monday in March (Memorial Day)  
Tuesday after Labor Day in September (Veterans Day)