



City of Menifee Community Services Department Electronic Marquee - Posting Policies and Procedures

The City of Menifee Community Services Department Electronic Marquee at the corner of Evans Road and Newport Road on the Kay Cenicerros Senior Center Campus is intended for posting City sponsored and non-profit events that take place within the City of Menifee. Non-profit organizations who wish to post information on events, programs, or services may do so under the guidelines below:

Policies and Procedures:

- All non-profit organizations and City partners wishing to post their event on the Electronic Marquee must submit an Electronic Marquee Request Form.
- Non-profit organizations must submit copy of their non-profit status or copy of in process application for non-profit status. City will keep on file so a copy is only required to be submitted once per year.
- Reservations for posting an event need to be received at least 15 business days prior to posting.
- Electronic Marquee messages must be displayed a minimum of one full week, but may not be displayed longer than two weeks.
- Messages shall promote only not-for-profit, secular events and activities for qualifying community groups
- Postings may not be personal messages (birthday wish, retirement, congratulatory, get well, etc.).
- Content will be subject to review by City of Menifee Community Services Staff.
- Artwork must be sent in the following format:
 - Sent as a jpeg file (video postings not accepted at this time)
 - Full color
 - 200x400 pixels
 - Images and pictures should be clear and easy to read from street level

***Flyers not submitted in this format will be rejected*

***Posting should be brief as motorist will only have seconds to view postings; recommended items to include – date, time, location, organization logo, contact number.*

Priority for Posting

- Priority Group 1 – City of Menifee Events/Emergency Notifications/Traffic Notifications
- Priority Group 2 - Riverside County/School Districts Serving Menifee residents
- Priority Group 3 – City approved non-profit organizations with current 501c3 status
- Priority Group 4 – Organizations currently applying for non-profit status
- Priority Group 5 – Organizations not considered non-profit advertising free events, programs or services

The City retains the right to adjust priority schedules and monthly postings as situation demands.



Electronic Marquee Request Form

Date _____

Applicant Name _____

Organization Name _____

Address _____ City _____ Zip _____

Phone 1 _____ Phone 2 _____

Email _____ Website _____

Name of Event/Program/Service _____

Date of Event/Program/Service _____

Requested Posting Dates (two weeks max) _____

*note start and end date. Advertisement will run consecutive dates without break. Submit new application(s) for additional consecutive run(s).

Brief Summary of Event/Program/Service:

By signing this form you confirm and acknowledge that you have reviewed the City of Meniffee Community Services Department Electronic Marquee Policies and Procedures. Applicants will be notified via email, indicating approval, denial, or modification of submitted content. If you have any questions, please contact Community Services Department staff at (951) 723-3750.

Please scan and email applications and event posting to – communityservices@cityofmeniffee.us

Name, Title

Date