



Town of Hilton Head Island
 Community Development Department
 One Town Center Court
 Hilton Head Island, SC 29928
 Phone: 843-341-4757 Fax: 843-341-2087
www.hiltonheadislandsc.gov

FOR OFFICIAL USE ONLY
 Date Received: _____
 Accepted by: _____

Applicant/Agent Name: _____ Organization: _____
 Mailing Address: _____ City: _____ State: _____ Zip: _____
 Telephone: _____ Fax: _____ E-mail: _____

REQUEST FOR SPACE ON SPECIAL EVENTS SIGNS

Event Name: _____
 Event Location: _____
 Event Date(s): _____ Event Time(s): _____
 Event Sponsor: _____
 Sponsor's Federal Tax Exempt ID#: _____
 Is This a Tourism Related Event (circle)? **YES NO**
 Number of Attendees Expected: _____ Event Admittance Fee: _____
 Time Frame Event is to be displayed on Sign(s): _____

Preferred Sign Location: **(Indicate First and Second Preference)**
 _____ Welcome Center/ Museum
 _____ Northridge
 _____ Town Hall
 _____ Honey Horn

- Application Guidelines:
- A. Signs may only announce events sponsored by a nonprofit or public entity or a public service announcement.
 - B. If space is not available for all requests at any one time, priority shall be given to the event with the highest point total.
 - C. Events shall not be advertised for more than two weeks unless no other requests have been received for the additional time period requested.
 - D. Events shall not be advertised on more than two signs unless no other requests for the required space on the additional sign have been requested.
 - E. Requests must be received by the Administrator no later than one week prior to the event.
 - F. Copy may be limited to the name of event, its date(s) time(s) and location(s) unless other requests for additional space have not been received.