



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

Web: HiltonHeadIslandSC.gov

FOR OFFICIAL USE ONLY

Date Received: _____

Accepted By: _____

SPECIAL EVENT SIGN APPLICATION

PLEASE PRINT

Applicant/Agent Name: _____ Phone#: _____

Organization Name: _____

Mailing Address: _____ City/ST/ZIP: _____

Applicant Email: _____

Application Guidelines

- Signs may only announce events sponsored by a nonprofit or public entity or a public service announcement.
- Requests must be received at least one week prior to the event,
- Due to space constraints, copy may be limited to name of event, date(s), time(s) and location only*.
- Events shall not be advertised for more than two weeks, unless no other requests have been received for the additional time period requested.
- Events shall not be advertised on more than two signs, unless no other requests have been received for the additional sign.
- If space is not available for all requests at any one time, priority shall be given to the event with the highest point total.

EVENT INFORMATION* (Please Note: Each line below is limited to a **maximum of 19 characters AND spaces.**)

Event Name: _____

Event Location: _____

Event Date(s): _____ Event Time(s): _____

Event Sponsor: _____

Preferred Sign Location (Indicate first and second preference):

_____ On-island approach, near Crazy Crab

_____ Honey Horn

_____ Northridge

_____ Town Hall

Special Event Signs are generally updated every Monday. Please indicate the timeframe you would like for your event to be posted: _____

ADDITIONAL INFORMATION

Organization's Federal Tax Exempt ID#: _____

Is this a tourism-related event? (circle one) YES NO

Estimated number of attendees expected: _____ Event Admission Fee: _____