



# **Greensburg Hometown Hero Banner** **Program Guidelines**

**About the program:** The Greensburg Community Development Corporation (GCDC) operates the annual Hometown Hero Banner Program to honor the local heroes from Greensburg and Southwest Greensburg. The banners are displayed in Greensburg and Southwest Greensburg for a year and contribute to the quality of life and civic pride in our community. To allow for a coordinated and consistent program, the GCDC has established the following policy and guidelines for the Hometown Hero Banner Program.

## **Guidelines**

### **Eligibility (must meet eligibility requirement #1 for a banner)**

1. A Greensburg or Southwest Greensburg resident, graduated from a high school in Greensburg, or an immediate family member of a current Greensburg/Southwest Greensburg resident.
2. Active, retired, or honorably discharged members of the US Armed Forces service branches.
3. EMT, Firefighter, First Responder, Police Officer, or local hero/community member.

### **Banner Locations**

1. The City of Greensburg has designated poles in the City and Southwest Greensburg for banners to be hung.
2. All banners are hung up and taken down by the Greensburg Public Works Department.
3. All banner locations shall be determined solely by the Greensburg Public Works Department. ***\*GCDC and Public Works do not take banner placement requests.\****

### **Display Period**

1. Banners are displayed from summer to the next summer (1 year).
2. Some banners will come down for the winter holiday season. They will go back up once the holiday decorations are taken down.
3. Annually, at the end of the display period, GCDC staff will contact those that purchased a banner and are not renewing for another year that their banner can be picked up at a specific location. All unclaimed banners within 90 days of notification will be disposed of properly.

### **Procedures for New banners**

1. New banner applications can be found on the GCDC website, [www.thinkgreensburg.com](http://www.thinkgreensburg.com).
2. New hero banners cost \$150 for the one-year program.
3. Applications are accepted January through April.
4. For the application to be considered complete, all parts of the application must be completed.



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- a. The application is filled out.
  - b. The picture is submitted.
  - c. Payment has been received.
    - i. The purchaser will receive an invoice in their email by the end of the week detailing how to pay and where to send payment.
5. Once the application is closed and all pictures have been received, the GCDC will provide proofs for each banner via email to the purchaser to approve the banner. Anyone that does not send in their approval document by the specified date, the GCDC will move forward with the design.
6. A ceremony recognizing all new banners is held in May. The GCDC will contact the banner purchaser via email with more information when available.
7. Banners are printed and given to the Greensburg Public Works Department who hang the banners throughout the summer.
8. In January, those that purchased the banner will receive an email with a form to renew their banner for another year. \*See procedures for renewed banners for more information.
9. Any banner that is not renewed will be taken down in the summer. GCDC staff will email the banner purchaser when and where they can pick up their banner. Any banner not picked up after 90 days of notification will be disposed of properly.

### **Procedures for renewed banners**

1. The renewal banner application is available on the GCDC's website, [www.thinkgreensburg.com](http://www.thinkgreensburg.com).
2. Applications are accepted January through May.
3. Renewed banners are \$100 for a one-year program.
4. Renewed banners will be hung in Greensburg or Southwest Greensburg from summer to the next summer (1 year).
5. For the application to be considered complete, all parts of the application must be completed.
  - a. The application is filled out.
  - b. Payment has been received.
    - i. The purchaser will receive an invoice in their email by the end of the week detailing how to pay and where to send payment.
6. In January, those that renewed the banner will receive an email with the form to renew their banner for another year.
7. Any banner not renewed will be taken down in the summer. GCDC staff will email the banner purchaser when and where they can pick up their banner. Any banner not picked up after 90 days of notification will be disposed of properly.

### **Waiver and Limitations**

1. The GCDC is not responsible for any lost, stolen, or damaged banners once they are hung up.
2. If the banner is lost, stolen, or damaged, the purchaser will be responsible for contacting the GCDC and paying for the banner to be reprinted.