



## Community Sign Policies and Procedures

November 2021  
Revision 1

**Current Volunteers:** Heather Zyerveld (403.540.6490)  
Andrea Hildebrand (403.701.9141)  
Geri Horne (403.741.3279)  
Tamara Dawson (403.430.0027)

**Technical Concerns:** TBD

**Sign Company:** LED Pros  
Marco 780.989.1024

**Email :** [svwssign@gmail.com](mailto:svwssign@gmail.com) password: buffalosign2020

Signs will run on a Sunday to Sunday rotation. Deadline for requests is Sunday at 8:00 a.m.

Community residents wanting to post a message will use the email address above to send requests. This email can also be used to communicate sign concerns or complaints. This mail box will be opened at the discretion of the programmer. If Village Council or Hall Board Society requires a post in a more timely manner, contact the programmer as listed on the attached schedule.

Messages that may be posted on the sign:

- Special occasions (Birthday, Anniversary)
- SVWS announcements either from Village Council or the Hall Society
- Website to get more information about the village
- Contact info on how to reach the sign programmers (email only)
- Interesting tidbits at the discretion of the programmer but we should limit this a bit as we get community messages
- Crime Watch Messages

Messages may be tailored to fit the sign parameters. This will be at the discretion of the programmer.

In order to maintain message controls, Sign Programmers should either be Board Members or Former Board Members.

At this time, due to sign complications and fairness between White Sands Service providers, the sign will not be used for commercial messages (including non-profit and for profit).

The sign should also not be used to promote political messages other than election dates and voting locations for the village.

2021/2022 Programming Schedule:

<u>Month</u>	<u>Programmer</u>	<u>Back Up 1</u>	<u>Back Up 2</u>
December	Heather	Geri	Tamara
January	Tamara	Andrea	Heather
February	Geri	Heather	Tamara
March	Heather	Tamara	Andrea
April	Andrea	Heather	Geri
May	Heather	Tamara	Andrea
June	Andrea	Geri	Tamara
July	Andrea	Geri	Heather
August	Tamara	Andrea	Geri
September	Geri	Tamara	Heather
October	Tamara	Andrea	Geri
November	Geri	Heather	Andrea

*This schedule is subject to change.*