



Rotary Club of Greensburg

LMC Request Form

What is Rotary?

Rotary is made up of business and professional leaders who work to better their community and build understanding and peace in the world. Rotary clubs exist to improve communities locally and around the world, encourage the highest ethical standards in business and professions, and work to advance international understanding by partnering with clubs in other countries. Rotary is a non-political, non-religious humanitarian organization.

What is the LED Message Center?

The LED Message Center (LMC), located on East Pittsburgh Street in Greensburg, is a project conceived, funded, and implemented by the Rotary Club of Greensburg. Its purpose is to provide a means to display messages that benefit the community.

What types of messages can be displayed on the LMC?

Messages from non-profit and other community service entities for events that provide a clear benefit to the local community are eligible. In keeping with the principles upon which Rotary was founded, political and religious messages are not permitted. Messages that contain for-profit information are also prohibited.

The Rotary Club of Greensburg reserves the right to reject any message that is deemed to fall outside the mission of the project.

How and when are messages displayed?

All messages are displayed on a weekly basis. Accordingly, messages are displayed Monday through Sunday 24 hours a day. Any one message will be displayed quite often for 6-7 seconds. The specific number of times is dependent on the total number of messages being displayed on any given day. Messages will usually be changed at midnight.

Is there a fee to display a message?

Yes. While the Rotary Club funded the acquisition and installation of the sign, the project criteria specified that the sign be self-sufficient. Therefore, a per-message fee has been established to cover utilities, insurance, and maintenance.

Currently, the cost to display a message is \$30/week with a two-week minimum (\$60). A message can be displayed for less than 2 weeks, but the \$60 minimum billing will still apply.

GUIDELINES FOR SUBMITTING A MESSAGE REQUEST

Our sign is 144 pixels tall by 768 pixels wide, about 3 feet x 15 feet. Design for these dimensions. You can also design for 1" high by 5" wide but 144 x 768 pixels will give you the best idea of how your image will appear to the public. Submit your design in .PNG or high quality .JPG format. The quality of the display depends upon the quality of the images that you submit. If you save a size other than 144 x 768, it will shrink or stretch to fit, which could look strange, blurry, or pixelated. The LMC can display images and text. Greensburg ordinances currently do not permit animation, flashing or scrolling. Remember, **shorter is better** as your image can be displayed and retained quicker and easier by the motoring public.

Electronic images/messages must be submitted 10 days prior to the Monday start date of your message. Electronic images can be sent to messagecenter@greensburgrotary.com with the name of the organization in the subject line. The LMC Paper Request Form and a check must also be mailed to Rotary Club of Greensburg, 505 E. Pittsburgh Street, Greensburg, PA 15601.

If your organization is unable to submit an electronic message, please use the LMC Paper Request Form.



Rotary Club of Greensburg LMC Request Form

Organization: _____

Address: _____

City, State ZIP: _____

Contact Name: _____ Phone #: _____

Email: _____

Message:

Our sign is 144 pixels tall by 768 pixels wide, about 3 feet x 15 feet. Design for these dimensions. You can also design for 1" high by 5" wide but 144x768 pixels will give you the best idea of how your image will appear to the public. Submit your design in .PNG or high quality .JPG format. The quality of the display depends upon the quality of the images that you submit. If you save a size other than 144x7680, it will shrink or stretch to fit, which could look strange, blurry, or pixelated.

Electronic images can be sent to messagecenter@greensburgrotary.com with the name of the organization in the subject line. The LMC Paper Request Form and a check must also be mailed to Rotary Club of Greensburg.

Monday Start Date: _____ Number of Weeks Message is to Appear: _____

*** REQUEST FORM MUST BE RECEIVED 10 DAYS PRIOR TO THE MONDAY START DATE OF YOUR MESSAGE ***

Payment Total Due (2 week minimum): \$30.00 per week x _____ (Number of Weeks) = \$ _____ (Total Due)

Make check payable to: Rotary Club of Greensburg

I certify that I am authorized to submit this request by the organization identified above. Further, on behalf of the requesting organization, it is agreed that the Rotary Club of Greensburg will not be held liable for any action including errors or omissions regarding the processing, possible denial, possible acceptance or implementation of this message request including the display of the message.

Print Name

____/____/____
Date

Signature

Mail this document with payment to:

Rotary Club of Greensburg
505 E. Pittsburgh Street
Greensburg, PA 15601