



Municipality of Meaford

Request for Flag-Flying and Water Tower Lighting

Applicant Information

First Name: _____ Last Name: _____

Organization/Community Group: _____

Address: _____

Email Address: _____

Who initiated the request? Please check one of the following:

☐ Externally Initiated

☐ Municipally Initiated

Type of Request

☐ Flag-Flying

☐ Water Tower Lighting

Please specify the dates you would like to display the flag/lights (1 week maximum):

Start Date: _____ End Date: _____

Please indicate the desired colours for Water Tower Lighting (if applicable):

(Please see next page)



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Communication and Promotion

Please describe the event, anniversary, or campaign to be recognized. Please include some wording about your cause, how people can get involved, links or additional resources, and any hashtags or social media accounts that should be used. If applicable, please provide an image of the flag you have requested to fly.

Based on the information provided, Municipality of Meaford Communications Services will prepare and publish a News Update regarding your cause to the “News” section of our website. Communication Services will also post a social media story to municipal social media accounts (Instagram and Facebook) informing followers about the event/cause and encouraging them to read the News Update for more information. News Updates and social media stories will be published 1 business day prior to the start of the flag flying or water tower lighting. All communication packages will be subject to CAO approval.

Once completed, please return this form to 21 Trowbridge Street West, Meaford or send via email to communications@meaford.ca.



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Office Use Only

☐ **Approved**

- ☐ Civic Promotion
- ☐ Public Awareness Campaign
- ☐ Charitable Fundraising Campaign
- ☐ Arts or Cultural Celebration
- ☐ Significant Anniversary Celebrations for a Local Organization or Event

☐ **Rejected**

- ☐ Political or Religious Organization, Event or Promotion
- ☐ Organization or Event with No Direct Connection to the Municipality
- ☐ Celebration, Campaign or Event Intended for Profit Making Purposes
- ☐ Celebration, Campaign or Event that Conflicts with Municipal; Policy/Bylaw
- ☐ Offensive or Inappropriate

Circulate to (Relevant Department/Staff):

- ☐ Transportation Services
- ☐ Environmental Services
- ☐ Communication Services

CAO Approval

Signature: _____ Date: _____