



### Adopt a Block Sign Message Guidelines

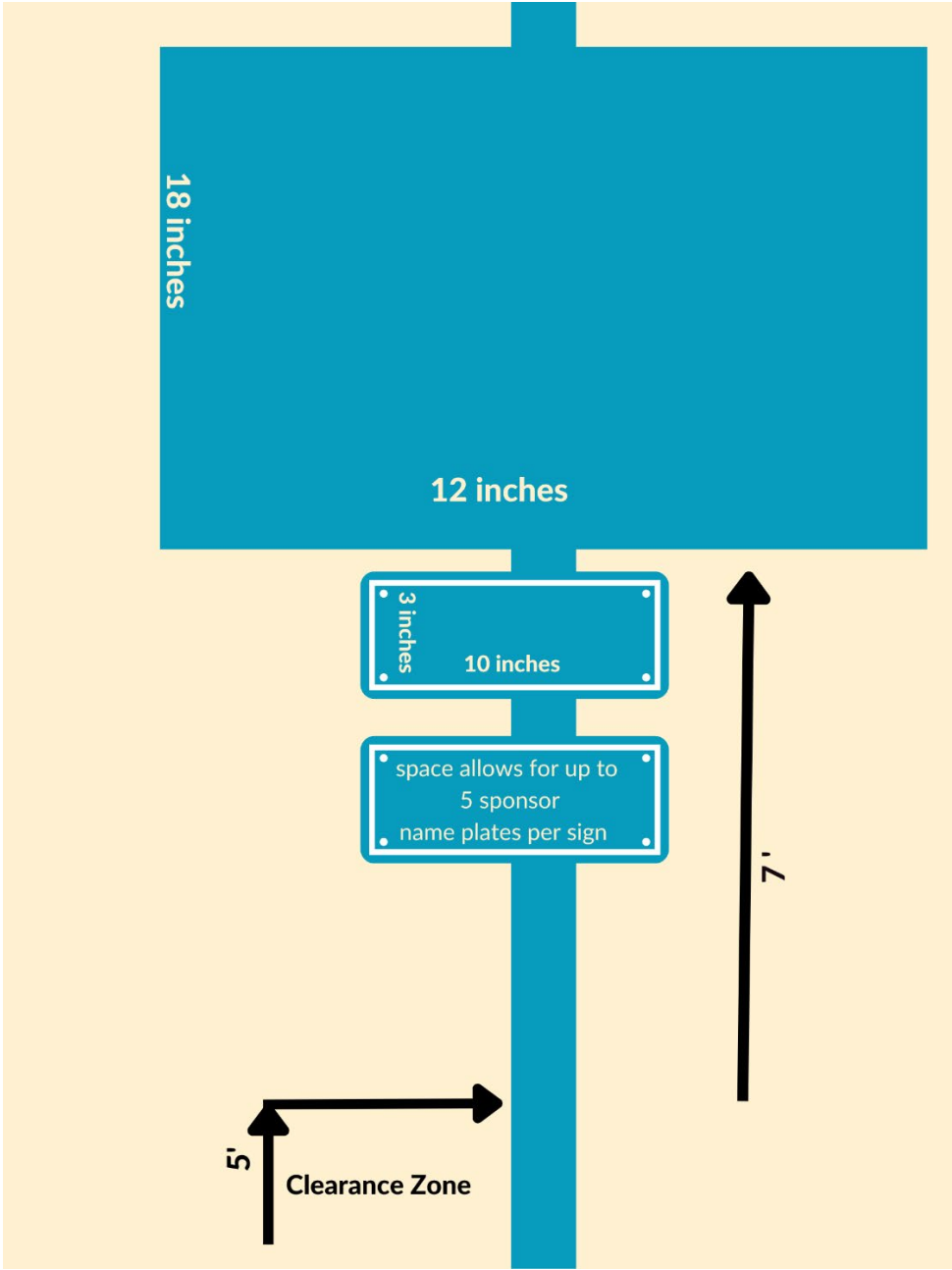
- Group identification wording on the sign will be held to a minimum, not more than two (2) lines per sign
- Multiple sponsor organizations can adopt an area with one sign with up to 5 name plates with logos.
- Titles, such as Auctioneer are permitted, but larger titles such as Medical Doctor, Professional Engineer, or Certified Public Account will be abbreviated
- It is permissible to use the name of the City before or following an organization such as “ST. JOSEPH LIONS CLUB”, or “LIONS CLUB, ST. JOSEPH, MO”. However, redundancy should be avoided such as “ST. JOSEPH LIONS CLUB, ST. JOSEPH, MO.”
- It is permissible for elected officials to use their titles, such as Representative Jane Doe. However, advertisement spelling out what area they represent is not permissible, such as John Doe, Councilman, 43<sup>rd</sup> District
- Flagrant advertisement, such as Smith Store, eggs, bread and meat, will not be permitted. However, any official name can be used, such as Hilton Canoe, Boat Rental, Sales
- Telephone numbers and addresses are not permissible
- Memorials, such as in memory of John Doe, are not permitted
- For businesses of a regional, state or national nature with several offices, it is permissible to include the business and representative’s name, such as State Farm Insurance, John Brown Agent
- Businesses housed at one location will not be permitted to list both the business and owners, such as Macon Medical Clinic, Jane Doe, M. D.
- Logos are permitted. Please email sponsor logo, map of boundaries, and signage form to [bkuykendall@stjosephmo.gov](mailto:bkuykendall@stjosephmo.gov)

Main point of contact: \_\_\_\_\_ email: \_\_\_\_\_

Organization: \_\_\_\_\_ phone: \_\_\_\_\_



Poppins Medium 



Adopt a Block Requested Credit Sign Message

List below your first, second, and third choice for group identification wording to be on your project identification credit sign. Titles that may be objectionable to the public will be reviewed by the City Legal Department before being approved. If all three choices are not approved acceptable, you will be notified and provided a new form to request three different choices. Reason for rejection of titles will be attached to the new form.

Signage Name Request

First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

Third Choice: \_\_\_\_\_

Requested Location to Install Sign

First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

Third Choice: \_\_\_\_\_

\*\*Be sure to email your logo for the name plate.

\*\*Be sure to email map of boundaries.

You will be notified of approved signage and location after approval.

Sponsor Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Representative: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_

If you have multiple sponsors

Sponsor Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Representative: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_

Sponsor Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Representative: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_

Sponsor Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Representative: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_

Sponsor Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Representative: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_

Tama Wagner, Director, Community Alliance of St. Joseph  
[wagner@stjosephmo.com](mailto:wagner@stjosephmo.com)  
816-364-4109 (O), 816-244-6197 (cell, text is best)  
For more information: <https://imaginestjoseph2040.com>



City of St. Joseph, MO  
Attn: Community Services Coordinator, Brooke Kuykendall  
1100 Frederick Ave, Room 101B, St Joseph MO 64501  
Office 816-596-8311, Cell 816-344-7801  
Email: [bkuykendall@stjosephmo.gov](mailto:bkuykendall@stjosephmo.gov)  
For more information: <https://www.stjosephmo.gov/276/CommunityServices>

