



## **Commemorative Lighting Requests**

The City Council approves commemorative lighting requests as a courtesy to the residents of Wichita. The use of City-owned programmable lights is not intended to serve as a forum for free expression by the public and is instead meant to express a government purpose in a nonpublic forum.

The purpose of using City-owned programmable lights is to increase awareness of an important issue, to celebrate an annual event, or to honor accomplishments made by a group. An approved lighting request is not legally binding and is only honorary in nature. Each lighting request is reviewed by the Mayor and City Council and approved by a majority vote. Each request will be processed in the order it was received and will be awarded on a first come first serve basis. Promoting events that celebrate the City, its civic institutions, local universities, City-recognized holidays, public events and festivals will be given priority over private requests. The Mayor and City Council have the right to decline any request and have the same right to make exceptions to the following:

### **General Guidelines**

- City-owned programmable lights are typically used to recognize a day, week or month and are issued no more than annually.
- A lighting request approved by the Mayor and City Council Office is not a City of Wichita endorsement of the group or cause being commemorated.
- Commemorative lighting can be requested for one day or multiple consecutive days up to one week, with the possibility of allowing timeframe extensions.
- If a lighting request is to be used in an advertisement or promotion it must receive approval from the City of Wichita's Communications Department.
- Lighting requests will not be approved to honor an individual.
- Lighting requests must originate from a non-profit organization located in Wichita.

### **Federal Holidays Observed by The City of Wichita**

The City of Wichita permanently reserves its programmable lighting for the dates of the federal holidays listed below.

- |                               |                    |                |
|-------------------------------|--------------------|----------------|
| • New Year's Day              | • Memorial Day     | • Labor Day    |
| • Martin Luther King, Jr. Day | • Juneteenth       | • Veterans Day |
| • Presidents Day              | • Independence Day | • Thanksgiving |
|                               |                    | • Christmas    |

### **Making a Lighting Request**

- A lighting request must be made at least four weeks before the date requested, or it could be declined.
- Each request must be made by completing the lighting request application.

\*For more information, please contact the City Council Office at 316-268-4331.