



June 17, 2019

Board of Selectmen  
Town of Arlington  
730 Mass Ave.  
Arlington, MA 02476

To: Arlington Board of Selectmen  
From: Pamela Shanley, Director, Arlington Open Studios

**RE: Pole Banner Request for Arlington Open Studios, October- November 2019**

The Arlington Center for the Arts requests permission to hang 4 pole banners in the Arlington Center area during October -November 2019 to promote Arlington's 20<sup>th</sup> annual Open Studios, scheduled for Saturday, November 16. We would particularly like to request the two poles at the Mass Ave/Route 60 intersection across from the First Parish Church, plus two others, ideally at the Mass Ave/Medford Street intersection.

Arlington Open Studios brings together 60+ local artists, musicians and performers every year, to showcase the depth and range of our local arts community, and to give our local artists an opportunity to show and sell their work to the public.

This will be ACA's third year at Arlington Town Hall , and first year in our new space at 20 Academy Street. We hope the visibility of the pole banners will draw more people to Open Studios and spread the word that Arlington is a destination for the arts!

The Arlington Commission on Arts and Culture has agreed to sponsor this request, and will be forwarding a letter of support under separate cover.

Please let me know if there is any additional information needed from ACA to proceed with this request.

Sincerely,

A handwritten signature in black ink that reads "Pamela Shanley". The signature is written in a cursive, flowing style.

**ARLINGTON CENTER FOR THE ARTS**

20 Academy Street, Arlington, MA 02476 (781) 648-6220 | [www.acarts.org](http://www.acarts.org)

**TOWN OF ARLINGTON  
TEMPORARY BANNER PERMIT APPLICATION**

**Applicant and Sponsoring Organization Information**

Name of Organization / Sponsor: Arlington Center for the Arts (sponsored by Arlington Commission for Arts and Culture)

Address: 20 Academy Street City: Arlington State: MA Zip: 02476

Applicant Name: Pamela Shanley Tel#: (781) 648-6220

E-mail: pam@acarts.org

**Banner Information**

Event Name: Arlington Open Studio 2019 Event Date(s): November 16, 2019

Request Installation Date: October 14 Date Removed: November 18

Requested Location: Street (specify): 2 at intersection of Mass Ave & Pleasant Street

Other (specify): 2 at intersection of Mass Ave & Medford Street

Banner Message: Arlington Open Studios – Nov 16 – Town Hall --- www.acarts.org

Banner Material: exterior vinyl

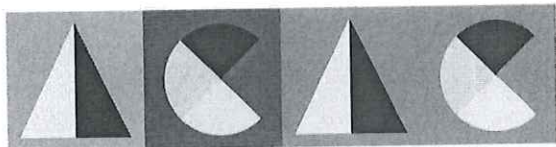
**Required Attachments**

Banner Design, Color, Wording and Dimensions	<u>X</u>
Banner Location Site Map	<u>X</u>

After banner has been approved at a Board of Selectmen meeting, you are responsible for having the banner made and getting it out to the Public Works Department a week prior to the installation date. They are located at 51 Grove Street, 781-316-3100.

Approved by the Board of Selectmen ☐

Date Approved: \_\_\_\_\_



ARLINGTON COMMISSION FOR ARTS AND CULTURE

Arlington Town Hall

June 21, 2019

To the Arlington Board of Selectmen:

I understand that the Town of Arlington requires the support of a town entity to support any non-town organization's request for banners along Mass Ave.

I am writing as a member of the Arlington Commission on Arts and Culture to support the Arlington Center for the Arts' request to hang banners along Mass Ave. for their annual Open Studios event.

Thanks very much.

Adria Arch  
Co-chair, Arlington Commission for Arts and Culture