



**CITY OF BRENTWOOD**  
*Military/Veteran  
Banner Program*

## **Frequently asked questions:**

### **What branches of the military are included in the Program?**

United States Army; United States Marine Corps; United States Navy; United States Air Force and United States Coast Guard

### **What is the deadline for submitting the application and payment?**

The deadline for submitting an application, photo, and payment is April 24<sup>th</sup>. Banners will be hung the week prior to Memorial Day and therefore, time for production and installation are required. Applications are accepted on a first-come, first-served basis and space is limited.

### **How do I provide verification for Active Duty? What if I cannot locate the DD214?**

To verify active military status, please visit the [Department of Defense](#) website and submit a copy of the verification page with your application. If a military veteran, please include a copy of the Veteran's DD214. If you are unable to locate the DD214, you may apply for a copy by visiting the [National Archives website](#).

### **What are the photo requirements?**

An official military photo is required to be scanned and sent in electronically at 150 dpi at 100 %. If you are unsure how to accomplish this, please take the photo into Staples, Kinkos, or any other similar facility and they can scan the photo for you at the required resolution. Hardcopy photos will not be accepted. If you cannot locate an official military photo, please call Program staff at 516-5187.

### **What if I live out of Brentwood, in the county, or nearby community? Can I still participate?**

Currently, 32 pole locations are available for banners. If 32 applications are not received, the City may open up the application process to those individuals in adjacent communities, if they would like to participate. If more than 32 applications are received, the banners will be rotated as determined by Program staff.

### **May I apply more than once?**

Yes, if you are applying for more than one honoree. Each honoree must be submitted on a separate application. Applications are accepted on a first-come, first served basis.

**Will there be future opportunities to participate in this Program?**

Yes. The Military/Veteran Banner Program will be an annual Program. If you miss this year's cycle, please apply next year.

**Do I get to keep the banner?**

Yes. After Veteran's Day, all banners will be taken down, and applicants will be presented their banner at a future City Council meeting or scheduled event; location, time and date to be determined. If applicant is unable to attend scheduled presentation, the applicant may pick up the banner at City Hall.

**How do I pay for the banner?**

A check must be made out to: **City of Brentwood** and submitted only after applicant has received confirmation of approval of their application.