



TOWN OF AMENIA TOWN BOARD

4988 Route 22, AMENIA, NY 12501
(845) 373-8860 www.amenia.gov

Town Seal Submissions Guidelines

1. **Intent** – we plan to hire a graphic designer to come up with a new design for the Amenia Town Seal, as we can find no original version of the seal we use now, and it is too hard to see when shrunk down (like on Town documents). The designer will also be helping select an official font and color for signage. We are looking for a simpler image, so it can be understood whether reduced or enlarged for a highway sign. It must work in a single color.
2. **Submission** – Amenia residents or Webutuck students can draw or just describe your idea for the seal. It might be based on your favorite site or building in Amenia (town hall, octagonal bank, the fountain, charcoal kilns, old school house, etc) or even a historical figure or animal he Board will look for the icon selected by a majority of entries, or a terrific image, then turn it over to the graphic designer. He or she will present three concepts to the Town Board, for review in a public meeting, for your comments.
3. **Schedule** – if the Town Board approves this approach, we will post to our Website, Channel 22 the Community Facebook page, and in front of Town Hall along Route 22. Posting will Monday December 23rd. We will set a deadline of noon on Wednesday January 29th. Submission must be received (by hand or email) at the Town Clerk's office, with your name, phone no and email address separate from the image or description (on back of hard copies). We can't return images.
4. **Decision** – the Town Board will review submissions individually ahead of our regular meeting on February 6th, ideally with the graphic designer present. We will try to reach a consensus that night, and contact the winner(s) directly. The graphic designer will work from the chosen design(s) or description(s), then bring his design proposals back to the Board.
5. **Town Residency** – Submission will be accepted by Town of Amenia Residents only.