

# Looking for Lincoln Banner & Tent Program



**Looking for Lincoln**  
**#1 Old State Capitol Plaza**  
**Springfield, IL 62701**  
**P: 217-782-6817**



## Looking for Lincoln Banner & Tent Program Overview

Is your Looking for Lincoln Community having a festival or event that promotes Abraham Lincoln's life and times? Does your Looking for Lincoln (LFL) working group have an opportunity to promote itself and the community's Lincoln story? If your answer to either of those questions is **YES**, then consider borrowing one or more of the Looking for Lincoln's banners or 10x10 tents for your community's festival or event.

**Event Criteria:** Eligible festivals or events should be located in a Looking for Lincoln Community and relate to Abraham Lincoln and/or provide an opportunity for the Looking for Lincoln working group to share information about their Lincoln story, organization, and the Abraham Lincoln National Heritage Area.

### Looking for Lincoln Community Responsibilities:

- Provide volunteers to staff the tent(s) and to setup and take down the banner(s) and tent(s)
- Schedule pick-up and return of Looking for Lincoln banner(s) and tent(s) in a timely manner
- Designate one individual to oversee setup and take down of banner(s) and tent(s)
- Liable for any damage to or loss of the Looking for Lincoln banner(s), tent canopy(s), tent sides(s), tent bag(s), stakes or weights
- \$100 deposit per tent. \$25 deposit per banner. The deposit is due upon pick-up of the banner(s) and/or tent(s) from Looking for Lincoln. The deposit is refundable if the banner(s) and or tent(s) is returned in good condition. (Looking for Lincoln accepts checks made out to the Looking for Lincoln Heritage Coalition)
- Provide 2-3 digital (jpeg) images of the Looking for Lincoln banner(s) or tent(s) being used at the event. LFL prefers images showing people in and around the banner(s) and tent(s).
- Submit completed volunteer in-kind form

### Looking for Lincoln Banner Specifications

- Size: 4ft wide x 6ft. long
- 10 metal grommets

### Looking for Lincoln Tent Specifications

- Tent Components: tent frame with attached canopy, 4 sides, 4 stakes or 4 weights
- Tent Size: 10 x10
- Size (in bag): 5ft long, 18 inches wide, 18 inches deep
- Weight: Approximately 80 pounds



### **Looking for Lincoln Banner & Tent Guidelines**

- Nothing is to be taped or attached in any way to the banner, tent frame, tent canopy or tent sides.
- Please use the metal grommets to display the LFL banner(s)
- Banner(s), Tent canopy and tent sides must be completely dry before they are packed up. Packing up the banner or tent when it is damp or wet will cause the tent to mildew and mold.
- Tent canopy must remain on the tent frame.
- Tent sides are to be folded neatly and placed in the outside side pocket of tent bag.
- Tent sides are to only be used with the LFL tent and never separately.
- If tent stakes are used, take care not to bend or break.

### **How to Request a Looking for Lincoln Tent(s)**

- Download LFL Banner & Tent application from the Looking for Lincoln website.
- Complete the LFL Banner & Tent application
- Submit the LFL Banner & Tent application to Heather Wickens at [hwickens@lflhc.org](mailto:hwickens@lflhc.org) or mail to:

Looking for Lincoln  
Attention: Heather Wickens  
#1 Old State Capitol  
Springfield, IL 62701

- **All requests are processed in the order in which they are received and are subject to approval.**

### **Picking up and Returning the Looking for Lincoln Tent(s)**

1. Once you have received confirmation that your banner or tent request has been approved, call or email Heather Wickens 217-782-6817 or [hwickens@lflhc.org](mailto:hwickens@lflhc.org) to schedule pick up and return of the LFL tent(s).
2. Please plan to allot approximately 30 min. to pick-up and return banner(s) and tent(s) to allow for the inspection of the Looking for Lincoln banner(s) and tent(s) and equipment.
3. No Looking for Lincoln banner(s) and tent(s) will be released to borrower or returned to Looking for Lincoln without the signature of both the borrower and an LFL staff member on release form.
4. Deposit of \$25 per banner and \$100 per tent is expected prior to or at time of pick-up. Looking for Lincoln accepts checks made out to the Looking for Lincoln Heritage Coalition.