



## Illuminate Chicago Lighting Program Requirements & Guidelines for Applicants

BOMA/Chicago's building lighting program, [Illuminate Chicago](#), was created nearly a decade ago to coordinate building lighting opportunities to support civic and charitable causes. We invite you to review the below Illuminate Chicago requirements. If you meet all of these requirements, you can apply to have your request approved. The application [can be accessed here](#).

If you have any questions about the Illuminate Chicago lighting program, please contact Rob Johnson, Director of Civic Engagement, at [rjohnson@bomachicago.org](mailto:rjohnson@bomachicago.org) or 312-870-9600.

### Illuminate Chicago Applicant Requirements

1. Pay a non-refundable \$100 fee for administrative costs to review and process the application. You will pay this fee at the end of the application via PayPal. No PayPal account is needed; you can use the guest checkout option. Payment must be made via credit card on PayPal.
2. You understand that if your application is approved, this does not guarantee that buildings will light up for your cause. All approved building lighting requests are posted on BOMA/Chicago's website. Building Members often refer to this list. However, BOMA/Chicago does not reach out individually to buildings about specific causes or require that our buildings support our approved list. BOMA/Chicago Building Members make their own decisions about which causes to support. Also, not all Building Members have the technology to light up. BOMA/Chicago does not track which buildings in our membership light up for specific causes. BOMA/Chicago does not photograph the skyline for any approved requests.
3. BOMA/Chicago has reserved time for certain pre-approved major holidays and causes throughout the year, based on previous building participation. If your dates overlap with these dates/holidays, we will need to adjust your dates.
4. If your application is approved, your requested dates may overlap with other light request dates. We do not guarantee that your request will be the only request for specific dates.
5. You are submitting this application at least three months in advance of your lighting date request.
6. You will include requested lighting dates that last between 3 to 7 days (no more, no less).
7. You will clearly identify the color(s) you are requesting. Any requested wording is optional and should be limited to 1 to 2 words (or 8 characters). Please note that most buildings are not able to display words.
8. If you are approved, you understand that you will **NOT** receive a list of contact information for our buildings. You are able to research and find contact information on your own, but BOMA/Chicago will not give out any contact information for our members.
9. The person who submits this application must be an official staff member of the civic or charitable non-profit organization making this request. Your organization must be a non-profit, as recognized by the IRS, and incorporated for at least ten years. Your tax determination letter (or suitable evidence of tax status) must be attached. Applications from government agencies will also be accepted; you will need to attach documentation on official letterhead explaining the purpose of your agency.

10. Your non-profit organization must support civic and/or charitable causes with a direct connection to the City of Chicago.
11. We will not accept applications from for-profit, religious, political or commercial causes/organizations. We cannot accept requests from embassies and consulates nor can we approve requests for visiting dignitaries or holidays in other countries.
12. We will not accept light requests for conferences/expos held in the Chicagoland area, even if these conferences are for non-profit associations.
13. You will include a detailed marketing plan about your initiative and how you are engaging the Chicagoland community (beyond this light request).
14. You understand that your organization can only submit one light request per calendar year.
15. Please allow two weeks after submission for BOMA/Chicago to reach out to you about the status of your application. If approved, the application request will be posted approximately two months before the lighting date.