

**VILLAGE OF RICHMOND
COMMUNITY EVENTS SIGN APPLICATION**

Please read over carefully this entire form before you begin:

There are only four types of messages not allowed! There are: political inclinations, religious inclinations, commercial-for profit-messages and person messages.

Approval of requested messages is primarily on a first-come-first-serve basis, but with greater consideration and priority given to any message deemed more important to the communities' interest and general welfare than a segmented may be. Your understanding of these two paragraphs is acknowledged upon application.

I/We understand the above paragraphs and that our requested message and dates of posting is not guaranteed by right of subscription and acknowledgement thereof.

Signed: _____(Spokesperson). Phone No. _____

Organization Name: _____ Event Name: _____

EVENT PURPOSE/COMMUNITY BENEFIT: _____

STEP 1: Fill in your message and requested ate of posting.
The Message board consist of (5) Horizontal Rows of (18) Units each.

Fill in your desired message taking into account spaces between words when figuring total units per row available.

POSTED DATE: _____ **REMOVE DATE:** _____
(Max. Time Use: 2 weeks)

Your message need not use all 5 rows and could be less due to space or time desired. Colored dividers can be placed between rows to allow for more than one message, and at times it may be necessary to consolidate your message along with others.

STEP 2: Submit this form to Richmond Village Hall no more than 90 days prior, but no less than 30 days before your requested post date above.

STEP 3: Check with the Village of Richmond (1) week after submitting your request for acknowledgment. VILLAGE HALL: (815)678-4040