

Village of Lombard

255 E. Wilson Avenue

Lombard, IL 60148

Phone: 630-620-5700

Fax: 630-620-8222

www.villageoflombard.org

Village of Lombard

Electronic Sign Request Form

Lombard based Not for Profit Organization

Today's Date: / / (NO EARLIER THAN 8 WEEKS AND NO LATER THAN 4 WEEKS PRIOR TO EVENT.)

TYPE OF ANNOUNCEMENT: please print CLEARLY

Community Event

Display is limited to 2 weeks. What two weeks would you like to run your message?

Start date: / /

End Date: / /

Name of Organization:

Contact Person:

Daytime #:

Email:

ANNOUNCEMENT:

4 LINE LIMIT- EACH LINE HAS 18 CHARACTER LIMIT.

Include spaces in count

Message will be limited to: organization name, event title, event location, date/time of event, phone or website.

OFFICE USE ONLY:

Date Received: _____ Approved/Denied by: _____ Date: _____

Date Posted/Scheduled: _____ By: _____

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**Village of Lombard
Electronic Sign Request Form**

Lombard based Government Agency (Library, Park District, and School Districts)

Today's Date: / / (NO EARLIER THAN 8 WEEKS AND NO LATER THAN 4 WEEKS PRIOR TO EVENT.)

TYPE OF ANNOUNCEMENT: please print CLEARLY

Community Event Recognition

Display is limited to 2 weeks. What two weeks would you like to run your message?

Start date: / /

End Date: / /

Name of Organization:

Contact Person:

Daytime #:

Email:

ANNOUNCEMENT:

4 LINE LIMIT- EACH LINE HAS 18 CHARACTER LIMIT.

Include spaces in count

If this is an event please include event name, location, time/date, and phone/website with more information.

OFFICE USE ONLY:

Date Received: _____ Approved/Denied by: _____ Date: _____

Date Posted/Scheduled: _____ By: _____