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**TOWNSHIP OF SPARTA  
COMMUNITY INFORMATION BOARD**

ORGANIZATION: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

CONTACT PERSON: \_\_\_\_\_

FULL ADDRESS: \_\_\_\_\_

TELEPHONE:     HOME: \_\_\_\_\_ WORK: \_\_\_\_\_

<b>Messages should be short and concise. Please include: “What, Where and When”</b>
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**PRINT YOUR MESSAGE BELOW LEAVING OPENINGS FOR SPACE BETWEEN  
WORDS.**

First Line																
Second Line																
Third Line																
Fourth Line																

\*NOTE:        The Sparta Parks and Recreation Department reserves the right to place more than one message on each side of the sign, to shorten messages and to shorten the length of time message appears.

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**DO NOT WRITE BELOW THIS LINE**

AUTHORIZED BY: \_\_\_\_\_

AUTHORIZED LENGTH OF TIME: \_\_\_\_\_

**UP**

**DOWN**

Day: \_\_\_\_\_ Down: \_\_\_\_\_

Day: \_\_\_\_\_ Down: \_\_\_\_\_

**THANK YOU FOR YOUR COOPERATION!**

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