

**TOWNSHIP OF SPARTA  
COMMUNITY INFORMATION BOARD**

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

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

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

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

**Messages should be short and concise. Please include:  
"What, Where and When"**

**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.

**DO NOT WRITE BELOW THIS LINE**

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

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

**UP**

**DOWN**

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

**THANK YOU FOR YOUR COOPERATION!**

TOWNSHIP OF SPARTA  
VALLEY NATIONAL COMMUNITY SIGN

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

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

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

DAYTIME PHONE NO.: \_\_\_\_\_

WEEK REQUESTED: 1<sup>st</sup> Choice: \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_

Messages should be short and concise and will remain on the board for one week only beginning on Monday's. Please note that messages will be posted on a first come, first served basis.

PRINT YOUR MESSAGE BELOW LEAVING A SPACE BETWEEN WORDS

First Line																			
Second Line																			
Third Line																			

NOTE: The posting of Township business takes priority and Sparta Township reserves the right to pull any message for that purpose.

DO NOT WRITE BELOW THIS LINE

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

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