

CITY OF WOODSTOCK - MESSAGE BOARD INFORMATION SHEET

Fee \$30.00 (\$26.55 + \$3.45 HST) per fourteen (14) day time frame

Dundas St Message Text: (12 characters per line; 4 lines)

Finkle St Message Text: (8 characters per line; 3 lines)

Date Message to run: From _____ to _____

Instructions:

- 1) Fill out the form as per the set number of characters per sign. Words cannot be split between lines. You must leave a space between words. A letter, number, symbol or space is considered a character.
- 2) Messages must start on a weekday and will run for 14 days from that day.
- 3) Phone numbers and websites are not permitted.
- 4) Event must occur within the City of Woodstock
- 5) Messages of a religious or political nature will not be accepted.
- 6) Messages are posted for not for profit service groups.
- 7) Send completed sheets to parksandrecreationinfo@cityofwoodstock.ca for approval.

Invoice Information:

Name of Organization: _____

Complete Mailing Address: _____

Attention to: _____

Phone # _____

E-mail address _____

OFFICE USE ONLY

Invoice Date _____ Payment Date / Type _____

Posted: Finkle Sign: _____ Removed: Finkle Sign: _____

Dundas Sign: _____ Dundas Sign: _____