CITY OF MONONA

COMMUNITY MESSAGE BOARD SIGN APPLICATION

Monona Drive and East Broadway

The City of Monona Electronic Community Message Board Sign is provided for use by local non-profit organizations to advertise upcoming community events free of charge. Sign applications are reviewed on a first-come, first-served basis and organizations located in Monona will be given precedence. The City of Monona reserves the right to post the messages at its discretion.

This form is available online at www.mymonona.com (on the "Quick Links" page) or at City Hall. Once completed, please email this form as an attachment to lkimmell@ci.monona.wi.us or return completed forms to City Hall in person (5211 Schluter Road) or by fax (608-222-9225).

Today's Date: _____

Event Date: _____

Posting Dates:

From: _____ ***to*** _____

Applicant Name: _____

Agency Name: _____

Telephone Number: _____

Address: _____

Email Address: _____

Please enter your message into the sample space below. Follow these guidelines to make sure it is easy to read:

- Keep it short and simple (shorter messages allow for larger letters)
- Maximum 3 to 4 lines of text, 17 characters per line
- Please do not include phone numbers

If necessary, your message may be edited to fit the sign. New messages are posted weekly.