

Return this application via e-mail to comcenter@cottagegrove.org, fax 541-942-5125 or drop off at the Community Center.



COTTAGE GROVE COMMUNITY EVENTS

APPLICATION FOR MESSAGE ON ELECTRONIC MESSAGE BOARD

ORGANIZATION _____ DATE _____

NAME _____ POSITION _____

ADDRESS _____

PHONE _____

EVENT INFORMATION:

TITLE _____

LOCATION _____

DATE _____ OPEN TO PUBLIC: YES _____ NO _____

PROPOSED MESSAGE: (Message must be brief. The electronic message board uses short phrases. Remember, your message may be on several panels that change every second or two. A typical message may read: Rotary Auction – Elks Lodge, 6:30 p.m., April 8 – Info: 942-1185 or WOE Fair – Aug 11-13 – Family Fun – 10 a.m. - 10 p.m. FREE!)

(City may edit message for content and length)

SIGNATURE _____

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Official Use:

NOTES _____

APPROVED BY _____ DATE _____