



98 E. Third St.
Manteno, IL. 60950
Phone: 815-929-4800

Hours: M – F 8:00-4:30
www.villageofmanteno.com

Electronic Sign Request Manteno Approved Organizations

OFFICE USE
POST DATE: _____

Government Chamber of Commerce Not for Profit School

Sports Teams Church Other

Today's Date _____ **PLEASE ALLOW 2 DAYS FOR YOUR REQUEST TO BE POSTED.**

TYPE OF ANNOUNCEMENT:

Community Event Congratulations Fundraiser Meeting Welcome to the Community (Businesses)

Requested start date of announcement: _____ (SEE DURATION TIMES BELOW)

Name of Organization: _____
PRINT

Contact Person: _____ Daytime # _____

SIGN HAS 4 LINES, WITH CHARACTER LIMITS

Include spaces in letter count

YOUR CLIP ART HERE
What type? Colors?

Line #1- Name of Event

1

1 2 3 4 5 6 7 8 9 10 11 12 13 14

Line #2 - Date & Time

2

1 2 3 4 5 6 7 8 9 10 11 12 13 14

Line #3 - Location

3

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

Line #4 – Contact Info/details (we do not advertise cost)

4

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

Duration of your posting:

Fundraisers-----14 days

Community Events----- 14 days

Congratulations-----7 days

Meetings-----7 days

Welcome to the Community – New Businesses-----14 days

For a custom look, send us your logo/clip art.

information@villageofmanteno.com

Your request will be posted within 48 hours after it is submitted and approved.

OFFICE USE:

Date Received: _____ Approved/Denied by: _____ Date: _____

Start date: _____ End date: _____ Posted by: _____