



98 E. Third St.
 Manteno, IL. 60950
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 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

<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>YOUR CLIP ART HERE What type? Colors?</p> <p>_____</p> <p>_____</p> <p>_____</p> </div>	<p>Line #1 - Name of Event</p> <p>1 _____</p> <p style="text-align: center;">1 2 3 4 5 6 7 8 9 10 11 12 13 14</p> <p>Line #2 - Date & Time</p> <p>2 _____</p> <p style="text-align: center;">1 2 3 4 5 6 7 8 9 10 11 12 13 14</p> <p>Line #3 - Location</p> <p>3 _____</p> <p style="text-align: center;">1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18</p> <p>Line #4 – Contact Info/details (we do not advertise cost)</p> <p>4 _____</p> <p style="text-align: center;">1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18</p>
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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: _____