



**VILLAGE OF DARIEN**

**WEST PARK COMMUNITY  
INFORMATION SIGN MESSAGE REQUEST FORM**

Please review the Village of Darien West Park Community Information Sign Policy prior to requesting a message be placed on the West Park Community Information Sign. This Sign is an electronic message board and can accommodate .jpeg graphics. If you have an electronic graphic, please email it to [mschneider@darienwi.com](mailto:mschneider@darienwi.com) or provide with the application on a flash drive. If a request is denied, the applicant will be notified in writing of the reason and the appeal process. Please print on this form.

**NAME OF APPLICANT:** \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_

**CONTACT INFORMATION:** \_\_\_\_\_

Phone                      Email                      Address

**REQUESTED MESSAGE (up to 4 lines, 24 characters/line):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ELECTRONIC SUBMITTAL:**      YES      NO      **HOW PROVIDED:** \_\_\_\_\_

**REQUESTED DATES TO RUN MESSAGE:** \_\_\_\_\_

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE SUBMITTED:** \_\_\_\_\_

**FOR OFFICE USE:**

Nonprofit/Civic Group?      YES                      NO      Electronic Submittal?      YES                      NO

Event is open to and benefits general public?      YES                      NO

Administrator Approval:      YES                      NO      Signature: \_\_\_\_\_      Date: \_\_\_\_\_

Message scheduled by: \_\_\_\_\_ on \_\_\_\_\_

Village Hall Staff                                      Date & Time