

# DIGITAL SIGN FORM

Please complete the information below. Email the completed form to **townofconverse@comteck.com** as it will go through our approval process.. Forms must be in turned in one(1) week before desired displayed date.

DATE: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

CONTACT'S PHONE NUMBER: \_\_\_\_\_

CONTACT'S EMAIL: \_\_\_\_\_

EVENT/ACTIVITY BEING DISPLAYED: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

**BRIEFLY DESCRIBE** the key message and/or event to be displayed. (please print clearly))

DATES FOR MESSAGE TO BE DISPLAYED: \_\_\_\_\_

SIGNATURE OF CONTACT: \_\_\_\_\_

The Clerk's Office reserves the right to approve/deny any submitted form based on the subject of the message, and may change the length of the message to fit the Digital Sign parameters.



(For office use)

Approve \_\_\_\_\_ Don't Approve \_\_\_\_\_ Date \_\_\_\_\_

