



TOWN OF LEDYARD DIGITAL SIGN USE RESERVATION FORM

If there is availability, the digital signs may be used by a non-profit registered in the Town of Ledyard to announce events or special programs on a first come, first serve basis. All requests must be submitted at least (1) week prior to the requested posting date. Messages will be posted for a maximum of (2) weeks depending on availability, and approval by the Mayor.

Today's Date: _____ Organization
Name: _____

Organizations
Address: _____

Contact Name: _____ Contact
Email: _____

Name of Event: _____ Date(s) of
Event: _____

Hours of Event: _____

Description of Event (Please briefly describe the event)

Please email the completed form to mayoral.asst@ledyardct.org along with any images related to the event. Acceptance of a request does not guarantee that the



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announcement will appear on either sign at the Town reserves the right to use of the signs for emergency purposes.

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