



**CITY OF PROSPECT HEIGHTS  
REQUEST FOR USE OF "COMMUNITY EVENTS SIGN"**

Today's Date: \_\_\_\_\_

ORGANIZATION NAME: \_\_\_\_\_

Requested by: \_\_\_\_\_

Name

Phone Number

Address

Your announcement should be of interest to the entire community. Requests should be submitted early, as the sign is booked weeks/months in advance many times throughout the year. Please indicate whether you desire north or south side of sign.

The sign accommodates eighteen (18) spaces per line. Please leave a space between each word.

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

Date of Event: \_\_\_\_\_ Date Requested for posting: \_\_\_\_\_

North \_\_\_\_\_ South \_\_\_\_\_

Additional information and/or comments:

\_\_\_\_\_

**RETURN TO:** City Hall  
CITY OF PROSPECT HEIGHTS  
8 N Elmhurst Road  
Prospect Heights IL 60070  
Tel: 847-398-6070 ext. 206  
Fax: 847-392-4244

THE CITY OF PROSPECT HEIGHTS MAKES NO GUARANTEE THAT ALL REQUESTS WILL BE FULFILLED.