



# City of Westbrook, Maine

## OFFICE OF THE CITY CLERK

City Clerk's Office  
2 York Street  
Westbrook, Maine 04092

Phone: 207-591-8131  
Fax: 207-854-0635  
Email: clerk@westbrook.me.us

### CITY HALL MOBILE ELECTRONIC SIGN BOARD MESSAGE REQUEST FORM

Westbrook City Hall has a mobile electronic sign board which is used to share messages with the public. The City primarily uses this sign board to share City-issued messages and reminders. However, we are occasionally able to post messages from local organizations about events taking place in the City of Westbrook.

Messages will be posted on a first-come first-served basis, and will be posted on the sign board as time permits. Generally, messages will be posted no more than 1 week prior to the date of the event/activity. If you have recurring annual events, please submit a new application each year.

Please note that the City of Westbrook reserves the right to change the message at any time. In addition, City-issued messages will be given priority in case of conflict with previous reservations.

Please complete the following form to request a message posting for the electronic sign board.

Applicant Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Message Subject or Title of Event: \_\_\_\_\_

Date of Event/Activity: \_\_\_\_\_ Requested Posting Period: \_\_\_\_\_

The electronic sign board is capable of cycling through up to 3 pages of text. Each page can hold 3 lines with 12 characters each, including spaces. Please draft the requested message in the space provided below:

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