

**VILLAGE OF SHOREWOOD POLICY**

**Use of Village Marquee Sign**

1. 4-line (25 letters & spaces per line), 7-day limit, on a first-come, first-served basis. Please keep in mind that short messages are easier to read.
2. Village messages take precedence. Your message may be removed before the 7 day period if a Village message is necessary.
3. Use of the sign is limited to registered not-for-profit organizations in the Village of Shorewood and unincorporated Troy Township.
4. Please submit the form below two weeks in advance of date requested. Mail to: Deputy Clerk, Village of Shorewood, One Towne Center Blvd., Shorewood, IL 60404 or fax to (815) 741-7709 or email to [tdulny@vil.shorewood.il.us](mailto:tdulny@vil.shorewood.il.us)
5. The Village reserves the right to edit the message if necessary.

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**Application for Village Marquee Sign**

Name of organization \_\_\_\_\_

Name of contact person \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Message	
Line 1	_____
Line 2	_____
Line 3	_____
Line 4	_____

Requested dates: from \_\_\_\_\_, 20\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_.

Signature \_\_\_\_\_ Date \_\_\_\_\_