Town of Bon Accord
building for tomorrow

COMMUNITY EVENTS SIGN REQUEST FORM

THIS FORM, WHERE POSSIBLE, SHOULD BE SUBMITTED TWO WEEKS PRIOR TO REQUESTED DISPLAY DATE AND MUST BE COMPLETED IN FULL FOR CONSIDERATION. REQUESTS ARE GRANTED ON A FIRST-COME, FIRST-SERVE BASIS, HOWEVER, THE TOWN OF BON ACCORD RESERVES FIRST RIGHTS FOR TOWN MESSAGES ON THE SIGN AND THE RIGHT TO PRIORITIZE REQUESTS AT THE TOWN'S DISCRETION. WE TRY, WHERE POSSIBLE, TO KEEP YOUR MESSAGE UP FOR ONE WEEK. WE MAKE EVERY EFFORT TO ACCOMMODATE ALL MESSAGES.

Date: _____ **Cost (see below):** _____

Organization/Business: _____

Contact Person: _____ **Contact Phone:** _____

Preferred Start Date: _____ **Preferred End Date:** _____

MESSAGE BOARD HAS FOUR ROWS AND CAN ACCOMMODATE 30 CHARACTERS PER ROW, INCLUDING SPACES.

INVENTORY OF CHARACTERS AVAILABLE

A	(26)	I	(21)	Q	(10)	Y	(11)	6 & 9	(27)	c	(3)	#	(3)
B	(12)	J	(10)	R	(26)	Z	(10)	7	(10)	$	(3)	"	(2)
C	(12)	K	(10)	S	(27)			8	(10)	%	(3)		
D	(12)	L	(20)	T	(16)	1	(19)	0	(14)	--	(2)		
E	(27)	M	(12)	U	(12)	2	(10)			-	(8)		
F	(12)	N	(20)	V	(10)	3	(10)	,	(4)	&	(2)		
G	(12)	O	(21)	W	(8)	4	(10)	!	(8)	*	(3)		
H	(12)	P	(12)	X	(10)	5	(14)	.	(14)	^	(3)		

COST (All Costs Subject to GST)

- ☐ Personal Message - $10
- ☐ Business Advertisement within Bon Accord - $10/week
- ☐ Business Advertisement outside Bon Accord - $20/week
- ☐ Not for Profit within Bon Accord - Free
- ☐ Not for Profit outsite Bon Accord - $10/week

The information collected on this form is authorized under Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP). It will be used to process requests for the community events sign for the Town of Bon Accord. If you have any questions about the collection and use of the information, contact the Town of Bon Accord at 5025 - 50th Avenue, Bon Accord, AB, T0A 0K0 or by calling (780) 921-3550.