



TOWN OF TOPSFIELD

TOWN CLERK

8 West Common Street, Topsfield, Massachusetts 01983

T: (978) 887-1505 F: (978) 887-1502

Town Events Sign Reservation Application

Non-Profit and Community Organizations
are welcome to apply to reserve a quarter of the Town Events Sign
Board

Procedure:

- Please apply early in the **Town Clerk's Office** to avoid delays.
- You will be notified within 1 week of filing an application only if your application is denied.*
- Your message may be displayed for up to **14 days** prior to your organization's event.
- Use only **1 quadrant** when posting your message on the Town Events Sign. (You may find it helpful to abbreviate and to direct readers to a web site.)
- When removing the message (within 48 hours of the event's closing), please organize the letters, etc. in the designated box and return to the Town Clerk's Office during regular Town Hall Business Hours (Mon.–Thurs 8 AM–4 PM & Fri. 8 AM–12 PM). Please be sure the letters, etc. are **dry** when placing them in the box. HINT: Avoid rainy days!

Date Application Received:	
Name of Event:	
Applicant's Name:	
Address:	
Phone # :	Email:
Dates Requested: From–	To–
Date Application APPROVED / DENIED:	
*Date Applicant Notified (if applicable):	

The Town Events Sign allows for 4 messages to be listed simultaneously, 2 on the front and 2 on the back.

The first 2 applications that are approved for a given time period may post their messages on the front and the other 2 will be posted on the back. The assignment will be given when you pick up the letters.

Applications may be submitted in person or by:

- Email: clerk@topsfield-ma.gov
- Fax: (978) 887-1502
- Mail: **Town Clerk / Town Hall / 8 West Common St. / Topsfield,
MA 01983**
- Dropping off in the **mail slot** beside the front door of Town
Hall