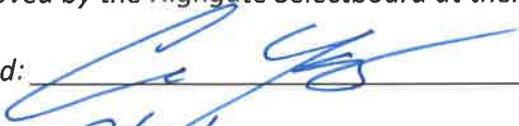


**TOWN OF HIGHGATE VERMONT
ELECTRONIC MESSAGE BOARD POLICY**

- Requests must be submitted 3 business days prior to the display date request.
- Requests must be submitted on the request form available at the Highgate Town Clerk's Office or downloaded from the town website www.highgatevt.org. Completed requests forms may be submitted via attachment to an email addressed to Wendi Dusablon, Town Clerk at wduablon@highgatevt.org or faxed to 802-868-3064.
- Requests will be considered from town, school, church and non-profit organizations within the greater Highgate Community, on a first-come, first-served basis as space permits after town events are posted.
- Events will be deleted from the board the day after the conclusion of the event; events concluding on a weekend or holiday will be deleted the next business day.
- No personal messages or events will be considered.
- The Town of Highgate reserves the right to deny any request.

Approved by the Highgate Selectboard at their September 15, 2016 meeting:

Signed:  _____, Christopher Yates, Chair

Date:  _____

**TOWN OF HIGHGATE VERMONT
ELECTRONIC MESSAGE BOARD EVENT
REQUEST FORM**

Date of Submission: _____

Organization: _____

Address: _____

Contact Name: _____

Contact Phone: _____

Request Run dates: _____ through _____
(not more than 1 week)

Messages will be formatted in a 4 line format, 12 characters per line which includes special characters and spaces. Messages may be edited for content and / or space requirements at the discretion of the Town of Highgate.

LINE 1: _____

LINE 2: _____

LINE 3: _____

LINE 4: _____