



**Town of Topsfield**  
Park & Cemetery Department  
Topsfield, MA 01983  
(978) 887-1525

***ONLY NON-PROFIT GROUPS OR TOWN ORIENTED EVENTS MAY USE THE TOWN SIGN BOARD***

**APPLICATION TO USE THE TOWN SIGN BOARD**

\*\* Please submit application early to avoid delays. You will be notified of the status of your request no later than two (2) weeks after the submittal date.

The sign board may be utilized ten (10) days prior to an event, with the approval of the Topsfield Park & Cemetery Commission or their representative.

The letters for the announcements must be removed from the sign board and returned by the applicant, immediately after the event, to the Park & Cemetery Department Office.

Thank you!

**Event:** \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_

**Address of Applicant:** \_\_\_\_\_

**Telephone Number of Applicant:** \_\_\_\_\_

**Dates Requested:** \_\_\_\_\_

**Signature of Commissioner:** \_\_\_\_\_

Note:

\*\* There is room on the sign board to advertise four (4) events at one time, two in the front of the sign board and two in the back. The first two applicants to request the use of the sign will be placed on the front of the board, and the other two will be placed on the back.

\*\* Please utilize only one quarter of the sign board for your event.

Applications can be mailed to:  
Topsfield Park & Cemetery Department  
C/o Town Hall  
8 West Common Street  
Topsfield, MA 01983

Date application received at P&C Department Office: \_\_\_\_\_