



INFORMATION BOOTH REQUEST TO POST

Date: _____ Name: _____

Dept./Organization: _____

Address: _____

Phone: _____ Email: _____

Posting Date: _____ Removal Date: _____

Groups/Organization: Requests are handled on a space-available basis only. Requests should be submitted at least two weeks in advance. One request per group at a time (can be submitted in both English & Spanish). 30 day maximum. Your posting must include a phone number or email address that people interested may get more information. Your phone number/email address listed will be used automatically if no number is listed.

Individuals: Requests are handled on a space-available basis only. Requests must be submitted at least two weeks in advance and will run for a maximum of 30 days. Your flier will be posted as close to your requested dates as possible. Only one posting per person/household at any given time. Your phone number/email address listed will be used automatically if no number is listed.

- All submissions must be sent by email to recreation@ci.fillmore.ca.us & the Parks and Recreation Staff will print out (or may ask that you drop off a printed version of the document with specific dimensions) the document with dimensions that they deem necessary to fit within the space allotted within the information booth.
- If your posting is a continuous ongoing event such as a class etc., your flier may be limited to a 1/3 -1/2 sheet of paper (or smaller) to minimize space but maximize length of time that your information will be posted within the information booth.