



**TOWN OF WESTFORD
OFFICE OF THE TOWN MANAGER**

TOWN HALL
55 Main Street
WESTFORD, MA 01886

SANDWICH BOARD REQUEST FORM

Name: _____

Organization: _____

Address: _____

Daytime phone: _____

Email address: _____

Date and location of event: _____

Dates requested for poster board: _____

Description of event: _____

YOUR REQUEST TO PLACE A SANDWICH BOARD ON THE TOWN COMMON HAS BEEN:

APPROVED



You may put your board up on _____ and
remove it no later than _____.

DENIED



Your request is denied at this time due to the fact that we only allow 4 sandwich/easel boards to be placed on the town common at the same time and there are already four boards scheduled for that time period.

Town Manager or designee signature: _____

Date of approval/denial: _____



**TOWN OF WESTFORD
OFFICE OF THE TOWN MANAGER**

TOWN HALL
55 Main Street
WESTFORD, MA 01886

SANDWICH BOARD POLICY

Policy adopted by the Select Board January 1997; amended November 2001; amended November 13, 2012

- Only one sandwich board sign per organization per event will be allowed.
- Sandwich board signs may be no larger than 36" wide X 48" tall including legs.
- No Day-Glo poster board may be used.
- The sign may be placed on the common for 4 days prior to the event. If the sign is not removed the day following the event, the organization may not be granted permission for a sign in the future.
- Signs may be placed only on the Boston Road side of the Common, between the World War II monument and the Colonel John Robinson monument.

Town Manager or designee signature: _____

Date of approval/denial: _____