

Recreation, Parks and Culture, 2025 Oak Street, Sherwood Park, AB T8A 0W9
 Mail: Recreation Administration Office, 2001 Sherwood Drive, Sherwood Park, AB T8A 3W7

Phone 780-467-2211

Organization _____ Main Contact _____

Mailing Address _____
 Street address City Province Postal code

Email address _____ Phone Number _____

Step 1: Choose the two-week period(s) in which you would like your message to appear.
 Signs are changed every 2nd Tuesday. **Messages are accommodated subject to demand** and will appear on one side of a sign. We cannot guarantee that your message will be on a specific side of the sign.

2022	<input type="checkbox"/> Mar 8 – Mar 21	<input type="checkbox"/> June 14 – June 27	<input type="checkbox"/> Sept 22 – Oct 3
<input type="checkbox"/> Dec 28 – Jan 10	<input type="checkbox"/> Mar 22 – April 4	<input type="checkbox"/> June 28 - July 11	<input type="checkbox"/> Oct 4 – Oct 17
<input type="checkbox"/> Jan 11 – Jan 24	<input type="checkbox"/> April 5 – April 18	<input type="checkbox"/> July 12 – July 25	<input type="checkbox"/> Oct 18 – Oct 31
<input type="checkbox"/> Jan 25 – Feb 7	<input type="checkbox"/> April 19 – May 2	<input type="checkbox"/> July 26 – Aug 8	<input type="checkbox"/> Nov 1 – Nov 14
<input type="checkbox"/> Feb 8 – Feb 21	<input type="checkbox"/> May 3 – May 16	<input type="checkbox"/> Aug 9 – Aug 22	<input type="checkbox"/> Nov 15 – Nov 28
<input type="checkbox"/> Feb 22 – Mar 7	<input type="checkbox"/> May 17 – May 30	<input type="checkbox"/> Aug 23 – Sept 5	<input type="checkbox"/> Nov 29 – Dec 12
	<input type="checkbox"/> May 31 – June 13	<input type="checkbox"/> Sept 6 – Sept 19	<input type="checkbox"/> Dec 13 – Dec 26

Step 2: Choose the location(s) for your message.

Five Lines of Text Per Sign	Four Lines of Text Per Sign
<input type="checkbox"/> Glen Allan Recreation Complex, Georgian Way <input type="checkbox"/> Strathcona Athletic Park, Cloverbar Road <input type="checkbox"/> Broadmoor Public Golf Course, Sherwood Drive	<input type="checkbox"/> Strathcona Olympiette Centre, Fultonvale

Step 3: Enter message (1 character per block).
 If you have additional messages, please submit a separate request form.

Step 4: Determine the total fee. **Each location per 2-week period is \$98** (includes GST).

of 2-week periods X # of locations X \$98.00 = **TOTAL** (incl GST)

Note: In the case of an emergency, these signs may be used for emergency messaging.
 Groups who have booked signs during this time will receive a credit or a refund for affected dates.

<input type="checkbox"/> Receipt required <input type="checkbox"/> Receipt not required	Total payment submitted \$
<input type="checkbox"/> Cheque: mail to the address above <input type="checkbox"/> Credit Card: call 780-467-2211 to pay <input type="checkbox"/> Online: call 780-467-2211 for payment instructions	Payment is required prior to your screen being posted.

Collection and Use of Personal Information

Personal information is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be used to manage and administer the Community Information Sign program. If you have any questions about the collection, use or disclosure of this information, contact the Manager, Finance & Business Operations, Recreation, Parks and Culture, Strathcona County at 780-467-2211.