



“Creating Community Through People, Parks and Programs”

## Frequently Asked Question About the Community Board

**Q** Can I put up a sign on the Community Board?

**A** Yes, everyone is welcome to promote their special event on the community board if space allows. The board is intended for public, non-profit events.

**Q** Is there a fee?

**A** No, there is not.

**Q** Where do I get the board?

**A** You can pick up a blank board at the Highway department located at 300 Old Hartford Road. Please call ahead at 537-1086 to confirm there is a board available and to arrange a pick up time.

**Q** Who hangs the sign on the community board once the information is on it?

**A** You may hang it yourself. Please do not remove/relocate any signs already on the board.

**Q** How far in advance of the event can the sign be displayed?

**A** Depending on available space, we recommend 10-14 days prior to the event.

**Q** Who takes the sign down?

**A** The Highway department.

**Q** Can I use it again next year?

**A** No, after the sign is taken down it is re-primed and re-used.

**Q** How can I re-use the sign for a repeating event?

**A** You may purchase your own wood and use the board from the Highway department as a template to cut your sign to the proper size. We recommend you take down your sign immediately after the event is over to avoid it being taken down by the Highway department, re-primed and re-used. The town is not responsible for any signs posted on the community board.

In addition, if you would like your event to be listed on the Colchester calendar of events located on the town's website, please submit a brief description of the event along with a contact name and number to First Selectman's Office or you may email it to [townhall@colchesterct.gov](mailto:townhall@colchesterct.gov) .