

# Informational Sign Requirements for Community Fair

Dear [Recipient's Name],

We are excited to have you as a participant in our upcoming Community Fair on [Date]. To ensure a smooth and organized event, we have outlined the requirements for your informational signs.

## Signage Requirements:

- All signs must be made of weather-resistant materials.
- Sign dimensions should not exceed 24" x 36".
- Text must be legible from at least 10 feet away, using font size no smaller than 24 pt.
- Include the name of your organization and a brief description of your booth.
- Any images or logos used must be high resolution and appropriate for all audiences.

## Setup Instructions:

Please have your signs ready for setup on [Setup Date] between [Start Time] and [End Time].

If you have any questions or need further assistance, feel free to contact us at [Contact Information].

Thank you for your cooperation, and we look forward to a successful Community Fair!

Sincerely,  
[Your Name]  
[Your Position]  
[Organization Name]