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| **Organisation Name**: | **Our Lady of the Pines Parish** | **Contact Name**: | **Maria Carey** |
| **Address**: 77 Carbine Street, Donvale, 3111 |
| **Phone**: | **0458756258** | **Email**: | **Naria.carey@cam.org.au** |

**Important Information Regarding Location**

In order to ensure that we install the board/s in the correct position, we require the exact address, specific instructions of the board placement and a location image. Failure to provide this information may result in delays or the board not being ordered.

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| **Contact Name** | **Board Location Address** | **Organisation Name** | **EventName** | **Specific Installation Instructions** | **PleaseSupply AdditionalInstallation Image** | **Installation Date***(Note boards installed on a Saturday only)* | **Removal Date***(Note boards removed on a Tuesday only)* |
| ***Example:****Isabell Hogg* | *(please specify the* ***street number, street name & suburb****)**e.g. 801 Glenferrie Road, Hawthorn****No corner addresses will be accepted***  | *Marshall White* | *Santa and his Brother Down Under* | *Out the front of the main building, to the RHS of the MW sign, covering green bushes* | *(attached)* | *23/11/19* | *31/12/19* |
| Maria Carey | 77 Carbine Street Donvale and Fullwood Parade Donvale | Our Lady of the Pines Parish | *Parish Christmas Mass Times* | On the school fence on both Carbine and Fullwood Parade. Near both gate entrances to the school and parish.I am contactable on the Saturday and can come to assist with placement on Saturday. | (attached) | ASAP | Anytime after Bocing Day |
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