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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** | **Event Name** | **Specific Installation Instructions** | **Please Supply Additional Installation 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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