



ELECTRONIC SIGN MESSAGE REQUEST

PERSONAL REQUEST _____

COMMUNITY EVENT/PUBLIC ANNOUNCEMENT _____

(Please check if this is a personal request or a community event/announcement)

Name of person or organization requesting a message on the sign

Phone Number

MESSAGE: _____

Please note, exact wording of message above may not be used due to sign restrictions.
Limit of 16 words

TIME FRAME FOR MESSAGE TO RUN:

START DATE: _____

END DATE (1 WEEK): _____

Personal Message Cost is \$10.00 for 16 words _____

Picture with personal message (\$5.00) _____

Organization/Community Event Cost is: _____

Free

Office Use Only

Date Received: _____

Employee who took request: _____