



## 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: \_\_\_\_\_