

# MESSAGE BOARD REQUEST

Date of Application: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

Event to be Advertised: \_\_\_\_\_

Message on Board: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Person Making Request:

\_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Message can go up one week before the event**

**Administrative Fee \$5.00 PER WEEK**

**DATE MESSAGE POSTED ON BOARD**

\_\_\_\_\_

**DATE MESSAGE OFF BOARD**

\_\_\_\_\_

APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_