



REQUEST FOR POSTING ON CITY HALL ELECTRONIC MARQUEE

Date _____

Person or Group Requesting Message _____

Message _____

(You may attach a flyer if all pertinent information is on the flyer)

Desired Run Dates: From _____ To _____

Print Name: _____

Signature: _____

Address: _____

Phone Number: _____

Approved By Mayor _____ Date _____

Programmed By _____ Date _____

CITY POLICY FOR ELECTRONIC MARQUEE

- All messages should be community or civic related.
- Any requests should be made on the proper form no less than one week prior to the beginning date desired for the message.
- No messages will be programmed without a completed form approved by the Mayor.
- No personal messages.
- No messages for functions that are for profit.