

**DIGITAL SIGN REQUEST**

Date request is made \_\_\_\_\_ (Must be two weeks prior to date to be displayed)

Date request was received \_\_\_\_\_

Name of person requesting \_\_\_\_\_ on behalf of

Name of non-profit organization \_\_\_\_\_

Announcement is to appear on sign \_\_\_\_\_ (Date)

What is the time period that you would like it to run? (Date: Month, day, year)

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ to \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Please note that this may or may not be possible depending on other requests that have been made.

Message for the sign (Please print or type the message. Limit your words so a large font for the message is possible. The more words dictate a smaller font size.)

WHAT \_\_\_\_\_

WHEN \_\_\_\_\_

WHERE \_\_\_\_\_

Any comments:

Signature of person responsible for the above information: \_\_\_\_\_

Fee charged \_\_\_\_\_ Payment is required with this application.

Input of the above information to the computer was done by \_\_\_\_\_ on \_\_\_\_\_

Signature

Date

Downloaded to the sign was done by \_\_\_\_\_ on \_\_\_\_\_

Signature

Date