

Your name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Today's date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date(s) message wanted on marquee: \_\_\_\_\_



# Marina Village E-Marquee Request



All requests must be received by Thursday of the week prior to the scheduled message. Requests made the week of the message will cost an additional \$5, if they can be completed.

Your position—check all that apply:

- Parent    Teacher/staff    PTC    Coach or Advisor    Student Group

## ***Marina Village ASB and Student Council***

invite your requests to recognize special events on Marina's electronic marquee. Typical requests may include birthdays, anniversaries, fund-raisers, or other community events. *We are not able to promote a local business, unless it is in support of a school event or organization.*

Cost for placing an event on the marquee will be \$10 per day (\$15 if requested the week of the message) and can include up to two (2) slides of information. Other terms for longer time on the marquee may be negotiated at the discretion of the ASB, Student Council, ASB Advisor, or ASB Bookkeeper. *There is NO COST for school-sponsored events.*

The electronic marquee has 3 lines of text with 13 characters on each line. You may write your message on the lines below, and it will be written or edited by sign operators. Or, you may write your own message into the boxes shown below. For example, a birthday announcement will always have one graphic slide to represent the birthday followed by another slide of text.

Please contact Mr. Chopp, ASB Bookkeeper and marquee operator, to submit a request and payment. Write checks payable to *Marina Village Middle School*. Please also direct technical questions to Mr. Chopp.

**Graphics request:** Please check one. Note: graphics are limited by the size and configuration of the sign itself, as well as the availability of graphics materials.

- Happy Birthday (static)       Happy Birthday (moving)

*Birthday Messages are usually run from 7:15 am to 7 pm. Be sure to watch during those times to see your message.*

**Message request:** Write your request in the lines below or fill in the boxes at the bottom.

\_\_\_\_\_

\_\_\_\_\_


*Note: all messages are subject to editing by sign operators to fit the space allotted.*