

Request for Marquee Use

Name of Organization: _____

Event: _____

Event location: _____

Event time: _____ to _____

Dates requested for marquee: _____ to _____

Please give a sample below of the message requested for posting. It must be limited to eight rows and no more than 13 characters per row.

(Remember to put "who, what, when, and where" in your message)

Signed for the Organization by: _____

Title: _____

Date: _____

Approved by the Mayor: _____

Submittal of this request does not guarantee posting on the City Hall Marquee