

# Marquee Request

## Burton Elementary



Post a message on the Marquee from the WBE for \$10 (birthday messages will be up for a maximum of 2 days and must be directed to a current WBE student only). The Principal must approve each message. If your message is not approved, you will receive a full refund.  
Advertisements or Political Statements will not be accepted.

Please fill out the form below and return to the front office **AT LEAST ONE CALENDAR WEEK** prior to your requested date. You must attach payment to the form, CASH or CHECK (made out to LCE PTO).

Please Note:

- ✓ *Please give TWO DATE choices! Your date choices will be determined on a "first come, first serve" basis. If both dates are taken, you will be notified for another option or a full refund.*
- ✓ *If an important school message must be posted instead of your message, we will notify you.*
- ✓ *The actual date your message is posted may differ from the date you requested based on weather or availability of volunteers. Dates are not guaranteed. You will be notified for another option or a full refund.*

Person buying the message \_\_\_\_\_ Today's Date \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

WBE Student to whom Message is directed \_\_\_\_\_

1<sup>st</sup> Date Choice \_\_\_\_\_ 2<sup>nd</sup> Date Choice \_\_\_\_\_

Please place one letter in each box as you want it to appear on the marquee. Be sure to include spaces and punctuation marks. Do not write outside of the boxes. The Marquee has 5 lines and 18 letters or spaces per line.


Approved by \_\_\_\_\_ Date \_\_\_\_\_

Payment Date: \_\_\_\_\_  
 Amount: \$ \_\_\_\_\_  
 Cash \_\_\_\_\_  
 Check # \_\_\_\_\_  
 Initials: \_\_\_\_\_