

DATE RECEIVED \_\_\_\_\_

# Elkins High School

## Marquee Announcement Request Form

Student's Name (please print):

\_\_\_\_\_

Parent/Guardian's Name:

\_\_\_\_\_

Phone Number: \_\_\_\_\_

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

**Announcement will run for 2 consecutive days, unless other arrangements are made.  
Requested Dates:** \_\_\_\_\_

Please indicate requested announcement dates

\*\*\*\*\* Write

desired announcement (limit 5 lines and 12 spaces a line):  
(only what appears in boxes below will be on marquee)


**Cost: \$20 (cash or check: Made out to Elkins PTO)**

Must be Drop off at School Office

Completed Announcement Request Form and payment

Must be received at least **10 school days** prior to desired announcement date.  
Your date might not be available due to prior request that have already been turned in.  
You will be contacted in this happens.

Marquee announcements are put up by **our parent volunteers** around their work and daily schedules so please be patient with us. For additional information, please contact Pam Turner at <mailto:pam.turner22@yahoo.com>.