

**Marquee Request**  
**Ridge Point High School**



Post Birthday or Congratulation messages on the RPHS Marquee for \$25. Any other message type must have Principal approval before the message may be posted.

- This form & payment must be turned in at least 4 school days before the date requested.
- Messages are usually posted on Mondays & Thursdays on the outgoing side of the marquee. The actual “date posted” may change based on weather or availability of volunteers/staff.

To make a reservation please stop by the front office 7:00 am – 3:00 pm, fill out this form & make payment to our Bookkeeper. We accept cash or check payable to RPHS. (No online payment option at this time). Contact Mrs. Breaux with questions at [lynn.breaux@fortbendis.com](mailto:lynn.breaux@fortbendis.com) or 281-327-5221.

Please Note:

- ✓ *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/staff. Dates are not guaranteed.*
- ✓ *Your Message may be edited. For example, “Love, Mom, Dad, Trevor, Sarah & Critter” may post as “Love, Your family.”*

Your name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Requested date to be posted: \_\_\_\_\_ Actual birthday: \_\_\_\_\_  
(Monday or Thursday)

Message: \_\_\_\_\_  
(10 words max.)  
\_\_\_\_\_  
\_\_\_\_\_

Office use only:

Payment Date: _____
Amount: \$ _____
<input type="radio"/> Cash
<input type="radio"/> Check # _____
Initials: _____