

Marquee Request - Birthday Lexington Creek Elementary



Post a message on the Marquee from the LCE PTO for \$20 - birthday messages will be up for a maximum of 2 days and is for a current LCE 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 _____

LCE Student to whom Message is directed _____

1st Date Choice _____ 2nd Date Choice _____

Please place the age of your child in the 7th box on the top line. Put an X if you do not want to include the age. Next, put the name of your child in the second row. One letter per box. Last, circle option A or B to conclude your Birthday Marquee Request.

H	A	P	P	Y			(st) (nd) (rd)		B	I	R	T	H	D	A	Y	
Name Here																	
Circle (A)		W	E		L	O	V	E		Y	O	U!					
OR																	
Circle (B)		L	O	V	E		Y	O	U	R		F	A	M	I	L	Y!

For office use only:

Location: Facing Dulles Side Facing Lexington Side

Approved by _____ Date _____

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