

REQUEST FOR PERSONALIZED MARQUEE MESSAGE

Send a special message for a birthday, special event or just for fun!

1. Cost is \$20.00 for 2 days. Make checks payable to Dulles Elementary. Payment must be attached to form. No cash will be accepted.
2. Message must be directed to a current Dulles Elementary student.
3. Turn in request to front office staff.
4. All requests must be approved by the Principal or Vice Principal of DES.
5. Please turn in request at least 2 weeks prior to message date.
6. Give two dates for message. Availability will be based on "first come, first served" basis.
7. If both dates are taken, you will be notified and your check will be returned to you.

Person buying the message _____

Phone Number _____ Today's Date _____

Dulles Elementary Student message is directed to:

Name _____ Grade _____

Date for Message: _____

1st Choice _____ 2nd Choice _____

Please place one letter in each box just as you would like the message to appear on the marquee. Each line is limited to 19 marquee letters or symbols. Be sure to include spaces and punctuation.

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Additional forms are available at the front office of DES.