



Request for a Marquee Announcement

In order for your request to be considered, the event must:

- take place at an Ogdensburg City School District building or field,
- AND --be sponsored by the district or a district affiliated club or organization.

Name of Event:	
Sponsoring Organization/Club:	
Event Date:	
Announcement begin date:	
Announcement end date:	

Your message is limited to a total of 54 characters and must fit in the template below:

(Line 1 - 18 characters)																		
(Line 2 - 18 characters)																		
(Line 3 - 18 characters)																		

**The font size will be selected to maximize the impact of your message.

Please select the color for the text in each line of your message *(each line can have only one color):*

	Pink	Green	Red	Blue	Yellow	White	Lt Blue
Line 1							
Line 2							
Line 3							

Name of Requestor *(please print)* Signature Date

Message Approved by Signature Date

Our marquee was proudly donated by the OFA Student Council in June 2010

Once completed, please submit this form to your building Principal or the Central Office **at least** one week prior to the begin date of your announcement.