

## Martin County West Schools Digital Signage: Request Form

Instructions: Please refer to MCW Policy #315 regarding Digital Sign Messages to review the guidelines on what may be posted on the digital sign. Please fill out this form in its entirety. Incomplete forms will not be considered. Once the form is completed, save and email [jessicamaday@mcwmavericks.org](mailto:jessicamaday@mcwmavericks.org) or drop it off at the MCW Central Office in Sherburn.

### Requestor Information:

Name: \_\_\_\_\_

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

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

### Event Information:

Event Name: \_\_\_\_\_

Event Type: \_\_\_\_\_

Sponsoring Civic Group/Organization: \_\_\_\_\_

Event Date: \_\_\_\_\_

Message Start Date: \_\_\_\_\_

Message End Date: \_\_\_\_\_

Exact text that you would like to have displayed (16 characters per line, 5 lines maximum per slide):

Line 1: \_\_\_\_\_

Line 2: \_\_\_\_\_

Line 3: \_\_\_\_\_

Line 4: \_\_\_\_\_

Line 5: \_\_\_\_\_

Would you like a graphic? \_\_\_\_\_ If yes, what graphic? \_\_\_\_\_

Color recommendations: \_\_\_\_\_

### For Office Use Only:

Received by: \_\_\_\_\_

Date Received: \_\_\_\_\_