Village of Glendale Heights Marquee Request Form

Today’s Date___________________________________________

Department / Agency / Organization _______________________________________________________________________________________________________________________________________________________

Your Name_____________________________________________________________________________________________________________________________________________________

Address_____________________________________________________________________________________ Phone___________________________________________________________

City, State, ZIP______________________________________________________________________________ Date of Event___________________________________________________

Email ___________________________________________________________________________________________________________________________________________________________

Announcements may only be used for the purpose of promoting fundraisers and events of non-profit organizations and may not contain any commercial information. Make sure to include in the announcement a contact person and means of contact (phone or e-mail address), that may be displayed to the public. Public Relations reserves the right to edit your announcement to fit, if necessary, and has final approval before your announcement will appear on the marquee.

MARQUEE SIGN TO READ:

1. 
2. 
3. 
4. 

SELECT MARQUEE:    [   ]  Bloomingdale Road  [   ] Glen Ellyn Road

Submit completed form for consideration to:

Village of Glendale Heights Phone: 630.909.5350
Attn: Public Relations Fax: 630.260.9728
300 Civic Center Plaza Email: public_relations@glendaleheights.org
Glendale Heights, IL 60139

OFFICE USE ONLY

RECEIVED: _______ START: _______ EN D: _______ ITL: _______ SIGN: _______