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
Attn: Public Relations
300 Civic Center Plaza
Glendale Heights, IL 60139

Phone: 630.909.5350
Fax: 630.260.9728
Email: public_relations@glendaleheights.org

OFFICE USE ONLY

RECEIVED: _____ START: _____ END: _____ ITL: _____ SIGN: _____

REVISED 5/12/2017