

ELECTRONIC SIGN MESSAGE FORM

DATE OF REQUEST	ORGANIZATION
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PERSON TO CONTACT	PHONE
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CONTACT EMAIL-

CONTENT OF MESSAGE (Maximum 2 Slides , 2 lines on each slide, 16 Characters per line)
Slide 1:
Slide 2:

SPECIAL INSTRUCTIONS (colors, etc.)

START DATE FOR MESSAGE	END DATE FOR MESSAGE (Maximum 10 days)
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POLICY FOR SUBMISSION OF ELECTRONIC SIGN MESSAGES <ol style="list-style-type: none">1. Message must be for community events or emergency information only.2. Negative or political content is not allowed.3. Emergency message will supersede all messages displayed.4. The Library has final approval authority over all messages. <p>PRINT OFF FORM AND BRING TO THE LIBRARY OR EMAIL TO dcsignrequest@chrl.org</p>

Below for Library use only

APPROVED BY	DATE
INPUT BY	DATE
REMOVED BY	DATE

Message not approved for reason stated below: