

DATE RECEIVED _____ IS DATE AVAIAABLE? YES OR NO PAYMENT _____

Elkins High School *Marquee Announcement* **Request Form**

Student's Name (please print):

Parent/Guardian's Name:

Phone Number: _____

Email: _____

Announcement will run for 2 consecutive weekdays, unless other arrangements are made.

Requested Dates: _____

Please indicate requested announcement dates

Write desired announcement (limit 5 lines and 12 spaces a line):

Cost: \$20 (cash or check: Made out to Elkins PTO)

Drop off at School Office or Mail to:

Marquee Request 6140 Highway 6 #251 Missouri City, TX 77459

Completed Announcement Request Form and payment

Must be received at least **10 school days** prior to desired announcement date.

Your date might not be available due to prior request that have already been turned in.

You will be contacted in this happens.

Marquee announcements are put up by **our parent volunteers** around their work and daily schedules so please be patient with us. For additional information please contact

Kathleen Laird (Marquee Volunteer)

at 281 704-2343 or email: kdlaird5@gmail.com