

Parkville Recreation Council, Inc. Sign Request Form

Rules and Guidelines:

- 1) The request must be made by a program volunteer program chairperson and/or program board member
- 2) Requests must be submitted 3 weeks prior to start date of letting request. There is a 2 week minimum and a 4 week maximum for each request.
- 3) Once the request is approved, the below listed persons are responsible for putting up and taking down the approved lettering, and only when an office employee is available.
- 4) Cannot exceed 18 characters per line, including spaces. There are 3 lines available

Request Form

Program: _____

Program Chair: _____

Email Address: _____

Phone Number: _____

Start Date: _____

End Date: _____

Circle One: Side Facing Hiss Avenue Side Facing Harford Rd. South Both Sides

Person(s) responsible for putting up and taking down the lettering: _____

Phone Number: _____

Wording:

Signature of Chairperson

Approved by: _____ Title: _____

Date Approved: _____

Start Date: _____ End Date: _____