

Electronic Reader Board Message Request Form



**The Corporation of Delta
Parks, Recreation & Culture**

**4500 Clarence Taylor Crescent
Delta, BC V4K 3E2**

Phone: 604-946-3293 Fax: 604-946-4693

E-mail: readerboard@corp.delta.bc.ca

Submission Date: _____

Name of Event/Program										
Request Message to run on which readerboard? Ladner <input type="checkbox"/> South Delta <input type="checkbox"/> North Delta <input type="checkbox"/> All <input type="checkbox"/>										
Start Date of Message Requested	MM	DD	YY	End Date of Message Requested (1 WEEK MAXIMUM)	MM	DD	YY	Mayor/Council Business Item	Y <input type="checkbox"/>	N <input type="checkbox"/>
KEEP YOUR MESSAGE BRIEF (Event name, date, organization name, time, place)				Title Line						
				Line 1						
				Line 2						
				Line 3						
Contact Name:					E-mail:					
Phone Number:										
Images may be included in your message. Images should be 8" x 10" x 200 dpi min, and will be cropped into a 3:7 format (jpg, bmp, tif, gif formats only). If you would like to include an image please indicate below and we will contact you.										
Image to be included? <input type="checkbox"/> Yes <input type="checkbox"/> No										
Thank you for sending in your Reader Board request form. Messages will be scheduled in accordance to the Electronic Reader Board Messaging Policy. Please Note: <ul style="list-style-type: none"> ➤ Your request will be displayed for one week maximum and <u>only if space permits.</u> ➤ Wording and display dates may be altered to fit available Reader Board space. 										
FOR STAFF USE ONLY										
Message will run	Start:	MM	DD	YY	Start Time:	End:	MM	DD	YY	End Time:
Authorized by:	Staff initial:		LADNER			NORTH DELTA (MACKIE)			SOUTH DELTA (SDRC)	