 **Itasca Lions Club Community Bulletin Board**

 **Display Request Form**

Please Print Legibly - Only One Character Per Space

 Maximum 20 Characters Per Line (Including Punctuation)

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**Please Display This Message on Start Date\_\_\_\_\_\_\_\_\_\_\_\_\_ to End Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Organization Name:**   **\*Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Phone:**   **Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please Note:**

**To ensure fairness and accuracy, all bulletin board display request must:**

* **Be submitted to the Itasca Lions Club using this form**
* Be submitted a minimum of 2 weeks in advance of the requested start date
* We strongly encourage you to seek other sources of publicity as well. In some cases, we may not have the opportunity to display your message as requested.

The Itasca Lions Club and its representatives have the sole authority to deny or reschedule any request submitted with this form. No additional sign or lettering may be added to the structure in any way. In the event that your function is cancelled for any reason, please contact us immediately so that we may remove the message and install the next scheduled display.

The Itasca Lions Club is not responsible for vandalism or mischief that may alter the wording or display of your message. Please report any incidents to the Itasca Police Department and the Itasca Lions Club immediately.

 Email this form to: itascalions@gmail.com