

**ELECTRONIC MESSAGE SIGN REQUEST**

Please complete the request at least two weeks prior to your event by faxing to 780-349-5399 or by email to [jtoews@westlockcounty.com](mailto:jtoews@westlockcounty.com)

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Date(s) Message Should Appear on Sign: \_\_\_\_\_

Content of Message:

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Messages appear best with 3 lines per screen. There is a two screen maximum per message. Characters per line vary depending on the font size, messages appear best with 17 characters per line.