



## Montevideo Marquee Birthday Message Request Form

Montevideo Elementary School's electronic street marquee can now be used to post birthdays of Montevideo Elementary School students only.

- All marquee birthday request payments go to the Montevideo Education Foundation, benefiting Montevideo School programs.
- A birthday announcement will be featured on the street marquee for one calendar day.
- Due to limited space, only the student's **Name, Happy Birthday** and **who it is from** will appear in the message.
- **Each message is \$25 made payable by cash or check to Montevideo Education Foundation.**
- The completed form and payment is due to the school office at least **one week prior** to the date the message is to run on the marquee.

Requestors Name:



Date to run message (a weekday, when school is open):

Student's First and Last Name:

Who Message Is From (limit three lines, 10 characters per line):

**Note:**

- Limit of two marquee birthday messages (two separate children) displayed each day, on a first-come, first served basis because of marquee space limitations, except for:
- We will accept message requests for birthdays that occur during the Thanksgiving, Winter and Spring recesses. These messages will be displayed the Friday before each break, and the limit will be expanded to ten birthday messages at those times, first-come, first served
- We will not offer summer birthday messages (birthdays that fall after the last day of school) at this time

Payment received: \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_