

Request for Information to be Put on the Marquee

Guidelines:

1. Information to be put on the sign should inform the community and our membership about congregational events and church news. The purpose of the marquee is to encourage members of the community to come visit us.
2. There are three lines on each side of the marquee. No more than 15 letters or spaces can fit on each line. The message on each side of the marquee can be different. The message may have to be altered due to availability of letters. The office staff and Susan Wright reserve the right to edit all messages.
3. Please put this form in Susan Wright's box in the copy/mail room at least four days before the marquee needs to be changed.
4. In the boxes below, please write the message that you would like put on the marquee (leave spaces blank).

East Side:

West Side (Visible as people pull into the parking lot):

5. Date to post message on the marquee: _____
Date to remove the message from the marquee: _____
6. Person requesting message: _____
Daytime phone number: (____) _____
Evening phone number: (____) _____
Email: _____

For additional information, contact Susan Wright at 281-280-9733 or dw.srwright@sbcglobal.net.