



Swartz Creek Community Schools

Electronic Marquee Rules and Request Form

Please be aware that requests should be made at least one (1) week before desired run dates and that messages are scheduled based on priority and marquee availability. All Messages are subject to editing for content and space. School related events will always take precedence over outside activities so if possible have an alternative date. Due to the volume of requests, messages will only be run a maximum of 2 weeks. Please contact the Community Education office at 810-591-4388 with event changes or cancellations.

Please Complete

Contact Name/Organization \_\_\_\_\_

Email \_\_\_\_\_

Phone number \_\_\_\_\_ Date Submitted \_\_\_\_\_

Post Date \_\_\_\_\_ End Date \_\_\_\_\_

Fill in as you would like your message to read. Abbreviations are acceptable if needed.

Special Instructions/requests \_\_\_\_\_

Please Email requests to [tsmith@swcrk.org](mailto:tsmith@swcrk.org)