

**REQUEST TO HAVE DISPLAY INFORMATION**  
**ON DISTRICT ELECTRONIC SIGNBOARD**

Name of School, Public or Community Agency: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Individual Making Request: \_\_\_\_\_

Position in School, Agency: \_\_\_\_\_

Message: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requested Date to Begin: \_\_\_\_\_

Requested Date to End: \_\_\_\_\_

The electronic signboard shall be used for the sole purpose of providing district, school, other public agency, and appropriate community information. The electronic signboard shall not be used to present information of a commercial, political, religious, potentially-offensive or non-public nature.

The message, date to begin and end may be adjusted in order to provide the most effective and appropriate use of the signboard. These decisions will be made by the district staff involved in entering the information.

The district superintendent will have the final authority over the review of requests deemed questionable within the guidelines stated in district policy.

E-mail this form to Tammy Benham [tammybenham@sd83.org](mailto:tammybenham@sd83.org) , or send a hard copy of the completed form to her attention at PRLH.