

**Request for Use of LED Sign**

**Event Information**

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

(Include the event name, place, date and time)

Date/s requesting for posting to LED Sign: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Section Below Completed by Administration**

Event Message: \_\_\_\_\_ Accept \_\_\_\_\_ Reject or \_\_\_\_\_ Edit

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Posting Dates: \_\_\_\_\_ Accept \_\_\_\_\_ Reject or \_\_\_\_\_ Edit

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Authorized by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*\*\* Please Return Completed Form to one of the following \*\*\*

Perry City Clerk \* E-Mail: clerk@perry.mi.us \* or City Hall, 203 W. Polly St., Perry, MI 48872 -or-  
Perry Public Schools Executive Assistant \* E-Mail: ryanp@perry.k12.mi.us \* or 2665 W. Britton Rd., Perry, MI 48872