

# WMS Marquee Sign Request

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Directions:

1. Please complete the information below.
2. Have Mr. Sposato approve and sign at bottom of form.
3. Place completed form in PTSA mailbox at least one week before the requested start date. You may also contact Karin Talik ([bktalik@nc.rr.com](mailto:bktalik@nc.rr.com)) or Kelli Franco ([kelli499@nc.rr.com](mailto:kelli499@nc.rr.com)) to let them know the form has been completed.

Name \_\_\_\_\_

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

Room # \_\_\_\_\_

Information you would like on the sign

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Beginning Date \_\_\_\_\_

Ending Date \_\_\_\_\_

Approval: Must be signed by Mr. Sposato

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