

Mashburn Elementary PTO
Birthday Marquee Request Form

Say **“Happy Birthday”** to your child on the Mashburn Elementary marquee!

- Advance payment of **\$10 per message**, per child is required and must accompany this form.
- Requests must be received at least **3 weeks** in advance of the requested display date.
- Messages will be displayed for **1 week** during the requested week, including the requested date on a first come, first served basis. *Message display begins on the Monday requested and will come down the following Monday. **[Display will be changed the morning of the first day.]***
- PTO and school messages take precedence and display of your message is subject to availability of marquee space. If an alternate date is not available, you will be notified.
- This is a **PTO sponsored service**. If you have questions, please contact *lmwoolard@mac.com*.
- Requestor’s name will not be displayed.

Please print!

Child’s first name and last initial _____ Class Code _____

Requested display date: Monday ___/___/___ through Friday ___/___/___

Child’s actual birthday ___/___/___

Requestor’s name _____

Email _____ Phone _____

Please make checks payable to *Mashburn Elementary PTO*.

