



## **EBLAST Communication & LED Marquee Display Request Form**

The Lakes of Bella Terra (LOBT) CAI utilizes an Eblast Communication protocol and the LED Marquee Display to broadcast useful information to the community. Residents of LOBT may submit a communication request for consideration by the LOBT Board. No political items will be permitted.

**NO FEE for LED MARQUEE DISPLAY OR EBLAST (upon Board approval) when the request meets the following guidelines:**

- A non-profit organization promoting an event in the community
- A public service announcement benefitting the community
- A community group seeking members or volunteers

**\$25 PER DAY FEE paid in advance for LED MARQUEE DISPLAY (upon Board approval) when the request meets the following guidelines:**

- Residents Birthday, Anniversary, Baby Birth Announcement
- Graduation or Other Recognition Notice

**\$50 PER DAY FEE paid in advance for LED MARQUEE DISPLAY (upon Board approval) when the request meets the following guidelines:**

- Residents Business Advertisement (max allowed 5 days per month)

**LED MARQUEE DISPLAY artwork shall comply with the guidelines:**

1. CANVA Custom size in pixels must be: (H) 288px X (W) 576px
2. Do not use white and pastel backgrounds since these colors are too harsh at night
3. Use capital letters and bright rich colors on text
4. Use a dark color of background to contrast with the text
5. Avoid cursive fonts because they are hard to read on the marquee
6. Keep the message short and to the point (3-4 phrases per slide) minimum font size 15
7. Save still images as PNG or JPEG files
8. Save video (animation) images as MP4 files (10 seconds max allowed)

Notice: Other items may be submitted for consideration and may be subject to a fee upon approval.



## EBLAST Communication & LED Marquee Display Request Form

*We recommend submitting Eblast Communication and LED Marquee Display Requests at least 2-4 weeks in advance for adequate review and processing*

Non-profit organization (yes or no): \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Name of Resident representing the Organization: \_\_\_\_\_

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

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

Email address: \_\_\_\_\_

Suggested Eblast Communication send date: \_\_\_\_\_

Suggested LED Marquee Display appearance date(s): \_\_\_\_\_

\*Provide details of the event as an attachment to this request form (example: who, what, when, where & why)

Check (1) one of the following:

\_\_\_\_\_ **WE WILL NOT** create our Eblast Communication and LED Marquee Display artwork. We understand that LOBT CAI will create the Eblast and LED Display artwork based on the information we have provided above.

\_\_\_\_\_ **WE WILL** create our own Eblast Communication and LED Marquee Display artwork and submit both to the LOBT CAI at least 2-4 weeks prior to the date it should be broadcast. We understand that the artwork must comply with the guidelines.

FEE PER DAY	NUMBER OF DAYS	TOTAL AMOUNT DUE

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### FOR OFFICE USE ONLY - KEEP ORIGINAL IN OFFICE

DATE REQUEST WAS RECEIVED: \_\_\_\_\_ DATE COPY OF REQUEST WAS PROVIDED TO BOARD OF DIRECTORS: \_\_\_\_\_

APPROVED or DENIED: \_\_\_\_\_ FEE RECEIVED \_\_\_\_\_ EBLAST SENT DATE: \_\_\_\_\_ DISPLAY SCHEDULED: \_\_\_\_\_