



HBHS MARQUEE REQUEST

OFFICE USE ONLY

Date Received: _____

Start: _____ End: _____

Entered: _____ Initial: _____

Approved: _____

Date: _____

Name/Organization: _____

Contact information (phone/email): _____

Start: _____ End: _____

WEEKLY DEADLINE TO SUBMIT IS THURSDAY, 1:00 P.M. (Your item will appear on Friday)

Message (Brief)

Information that runs on marquee is at the discretion of the Activities Office. There is limited running time.