

## Guidelines for Marquee Use

Because the marquee sign at the Chamber Building is highly visible, and the frequency of requests to announce events is constantly increasing, the Chamber Board of Directors has approved the following rules/guidelines for future marquee usage. **You must be a Chamber member in good standing to use the sign.**

- The chamber marquee sign shall only be utilized by the Chamber, Chamber Member Community Based Organizations (non-profits, religious, educational, agricultural, etc.) and Chamber Member Businesses.
- Only Chamber, Chamber Members and Community-Sponsored events will be displayed.
- **All Chamber events always take precedence.**
- This form must be completed for consideration.
- The messages on the sign will be informative in nature and the sign will not be used for direct advertising purposes.
- Messages will be limited in size to ones that will fit on the digital matrix sign board.
- Digital messages will rotate every 15 seconds so as to not distract drivers.
- Digital messages will be limited to 8 messages per day.
- The sign will operate from 6am to 9pm daily.
- Messages will appear the same on both sides of the sign.
- We will try our best to have your event/message on the sign as long as possible. It will be based upon availability.

Please fill out information below and return to:  
[info@elkrapidschamber.org](mailto:info@elkrapidschamber.org) or fax (231) 264-6591

***Please print out the message to be displayed on marquee  
 (18 letters and/or spaces per line)***

What	Line #1																		
When	Line #2																		
Where	Line #3																		

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Business or Organization: \_\_\_\_\_

Dates Requested for Posting: \_\_\_\_\_ - 18 thru \_\_\_\_\_ -18

Date Received at the Chamber: \_\_\_\_\_ -18

Chamber Approved: \_\_\_\_\_ Date: \_\_\_\_\_

.....  
 (For Chamber Use only) \_\_\_\_\_ In Newsletter \_\_\_\_\_ On Website Calendar \_\_\_\_\_ Other