

# MARQUEE GUIDELINES

**Chamber Members** – Commercial message: \$50 per day  
**Chamber Members** – non-profit: \$30 per day

**Non-members** – commercial message: \$100 per day  
**Non-members** – non-profit message: \$ 100 per day

\* **Birthday / personal messages** are charged as “commercial”. **Rental is for both sides of marquee.**

Marquee messages must be submitted by fax, email, or walk-in *TEN DAYS PRIOR* to the date of the message.  
No Exceptions. Marquee usage is limited to two messages per month.

*ALL MARQUEE REQUESTS WILL BE FOR BOTH SIDES.*

*All messages must be tasteful, and shall be administered without discriminating against any individual because of race, religion, creed, color, sex, or national origin. Any reserved date may be cancelled in favor of community information. I have read the guidelines set forth before me and understand that I may lose the date requested if not paid for 7 days in advance.*

Print name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Office use	
Date requested for marquee _____/_____/_____	Date Paid _____/_____/_____

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## Marquee Request Form

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Billing Address \_\_\_\_\_

Today's Date: \_\_\_\_\_

Date Requested for Marquee: \_\_\_\_\_ Commercial      Non-Profit

**YOUR MESSAGE:** *Please note that you may not exceed the available spaces, including spacing between words and punctuation*

Line 1: \_\_\_\_\_

Line 2: \_\_\_\_\_

Line 3: \_\_\_\_\_

Line 4: \_\_\_\_\_

You may return this form by email to: [llanochamberinfo@llanochamber.org](mailto:llanochamberinfo@llanochamber.org), fax to: 325-248-6917, or by calling 325-247-5354