

Marquee Sign - Guidelines & Request Form

This policy is to serve as a guide to Town Staff when members of the public request to have requests for their event to be placed on the Marquee Signs at the Arena, Community Centre or Museum.

1. Please contact the Town Office at (403) 345-1326 for all marquee requests. Forms can be submitted by fax at (403) 345-1311 or by email at communications@coaldale.ca
2. Priority shall be for events sponsored by the Town of Coaldale, Ag Society and Kinsmen/Kinnettes Clubs at the Centre and the Gem of the West at the Museum.
3. The Marquee signs are to be utilized as a means of advertising for non-profit groups within the Town of Coaldale.
4. In the event that the Town requires the use of the sign, other groups sign may result in removal.
 - a. Arena Marquee - During the Arena operating season, priority will be given to Arena user groups
 - b. Community Centre Marquee – events taking place in the Community Centre shall take precedence over other events. If the sign is available, it can be used for other community groups.
5. Requests shall be taken on a first come - first served basis.
6. Signage requests are permitted if time/space allows.
7. Requests shall be made a minimum of 10 days prior to the requested dates. The Town of Coaldale will strive to accommodate all requests if possible. There is no guarantee that a marquee request will be filled for the requested dates due to high demand.
8. Signage requests will only be permitted for a period of 7 days.
9. The Town of Coaldale reserves the right to edit messages if necessary.
10. Signage Limitations
 - a. Marquee - Four lines (15 letters and spaces per line). Only 3 lines for Museum sign.

Please keep in mind that shorter messages are easier to read.

Group Name:		
Description of Event:		
Sign Choice	<input type="checkbox"/> Arena Marquee <input type="checkbox"/> Museum <input type="checkbox"/> Community Centre Marquee	
Dates Requested	Start Date:	End Date:

Please write your message in the space provided. Please remember to include spaces in your message.

Line 1															These are for office use only.
Line 2															Do not write in this space. Thank you.
Line 3															Fourth line
Line 4															not available for museum sign.