

Town Marquee Request Form

The Town owns and maintains marquee signs at the Coaldale Community Centre and the Gem of the West Museum. Local community organizations are welcome to submit a request to advertise a community event or activity. The request must meet certain requirements in order to be considered for approval.

Please note:

- Priority shall be given to events sponsored by the Town of Coaldale.
- Requests shall be taken on a first come, first served basis.
- Requests must 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.
- Signage requests will only be permitted for a period of 7 days.
- The Town of Coaldale reserves the right to edit messages if necessary.

The request must:

- Promote a local initiative, event or program happening in Coaldale

Name of Organization

Description of activity or event you are promoting

What location are you requesting?

Coaldale Community Centre

Gem of the West Museum

Start Date

End Date

Requests must be made a minimum of 10 days prior to the requested dates. Signage requests are only permitted for a maximum of 7 days.

Marquee Text:

Line 1 (Max 15 characters)

Line 2 (Max 15 characters)

Line 3 (Max 15 characters)

Line 4 (Max 15 characters) **Line 4 is only for the Community Centre Marquee*

To submit a request, please email this fully completed form to community@coaldale.ca.