

### **FCCV Sign Message Request Form**

The following is a request form to post a message on the FCCV Sign.

All required information (indicated by an \*) must be filled out. The completed form should be emailed to Martha Fowler ([Martha.Fowler@sbcglobal.net](mailto:Martha.Fowler@sbcglobal.net)).

The request will be reviewed, along with the other requests and FCCV event priorities, to determine whether it will be approved. You will be contacted if there are any questions as well as with the decision on sign availability. Keep in mind, that a higher priority event may change sign availability, even after the initial decision has been made.

If approved, the message itself will be posted for you. You may give a suggested message below, knowing that the end result may be changed to best represent FCCV and the event. Please send any questions to Martha Fowler at the above email address or (860)-896-0768.

You can check the current sign availability at:

[www.google.com/calendar](http://www.google.com/calendar)

login id: FCCVsigncalendar@gmail.com

password: FCCVsipe! (FCCV sign info plus events!)

\*Requestor: \_\_\_\_\_

\*Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

\*Date(s) Requested: \_\_\_\_\_

\*Event Details (description): \_\_\_\_\_

\_\_\_\_\_  
\*Date(s) of event: \_\_\_\_\_

\*Time of Event (start/end/NA): \_\_\_\_\_

Suggested Message:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_