

PSP MARQUEE BOOKING REQUEST FORM

Section/Entity requesting use of the sign: _____

OPI: _____ Phone: _____

Date of coverage

Start Date: _____ End Date: _____
 (dd/mm/yy) (dd/mm/yy)

GUIDELINES & FORMAT

- Posting of information onto the sign will be done once weekly
- Entries **must** be translated in both French and English
- All times and dates must be in Military format (i.e. 1400 hrs Thu 15 Jun 17)
- There is only enough space on the sign for text as follows:
 - 15 characters across (includes spacing)
 - 6 lines down (see below diagram)

T	H	I	S		I	S		A		G	R	E	A	T
	E	X	A	M	P	L	E		O	F		H	O	W
	T	E	X	T		W	I	L	L		S	H	O	W
	O	N		T	H	E		S	I	G	N			
W	H	E	N		D	I	S	P	L	A	Y	E	D	
			P	R	O	P	E	R	L	Y	!			

CONTENT

English text:

French text:

Completed forms to be submitted to
 Vanessa.Williams@forces.gc.ca