

The Cat Clinic of Stillwater
Marquee Request

*For Community Events Only

**Date request submitted: _____

Organization: _____

Function: _____

Location: _____

Date/Time of Event: _____

Contact Person/Phone number: _____

Additional Information: _____

Tips on Marquee messages

The marquee has room for 3 rows of letters. The number of characters (including spaces) is about 14. Generally the first line is the name of event, the second is the location, and the third contains the date and time. Telephone numbers are not good choices for the marquee because it is designed to be quickly read from a moving vehicle.

*Please be aware that not all requests are put on the marquee. Frequently there are multiple events happening in Stillwater during a given week. The marquee is a community bulletin board and is only used for community events and clinic business. No birthdays, anniversaries or other personal items will be displayed on the marquee.

** The Marquee is generally changed once weekly on Monday. A minimum of one month's notice for postings is ideal. All requests will be considered in the order they are received. Announcements of events that are important to the entire community are appropriate for the marquee.