



## St. Raphael Parish Sign Request Form

### **Sign Rules:**

- 1) The sign is changed on a weekly basis on Thursday or Friday by the maintenance person.
- 2) Sign changes are due into the St. Raphael Parish Office by Tuesday of any given week.
- 3) A Sign Request Form should be either hand submitted to the parish office or e-mailed to [staphaelarchangel@sbcglobal.net](mailto:staphaelarchangel@sbcglobal.net).
- 4) Monthly recurring meetings require a request form submitted each month.
- 5) The sign consists of four 6" lettering lines. All letters are in black capital letters. The sign is also 2 sided which means that the same message will appear on each side of the sign.
- 6) The suggested format is 2 lines of lettering per event as indicated below:  

**MENS CLUB MEETING**  
**12/8 TUES 7 PM**
- 7) Older events, or those approaching faster, will go on the top of the sign and new dates will go on the bottom of the sign.
- 8) Although 2 lines will be standard, during busy times, for example Christmas, the parish may require that events only have 1 line of copy. Please take a look at the sign before you drop off your request sheet and be prepared for some abbreviation.
- 9) The sign is on a lighted timer and will go on from 5pm to 10pm each day.
- 10) The Parish Office will notify you by e-mail or telephone of your approved message.
- 11) The Parish Office will arbitrate any sign issues.

<b>Today's Date</b>	
<b>Organization</b>	
<b>Person Requesting</b>	
<b>Position in Organization</b>	
<b>Telephone Number:</b>	
<b>Sign Copy</b>	<i>(Lines are 6" letters all in capital block letters)</i>
<b>Line 1</b>	
<b>Line 2</b>	
<b>Line 3</b>	
<b>Line 4</b>	
<b>Date needed:</b>	
<b>Date to take down:</b>	