



Rich Pond Elementary School
530 Rich Pond Rd
Bowling Green, KY 42104

MARQUEE BIRTHDAY REQUEST FORM

Rich Pond Elementary School offers "Celebration Announcements" to its students on their birthday. A birthday advertisement will run on the Rich Pond marquee for one day. Due to limited space, only the students Name and Happy Birthday will appear in the message. Each message is \$10.00 payable to: Rich Pond Family Resource Center. You also have the option to add on an additional birthday message on the cafeteria big screen for an extra \$5. The completed form and payment is due two weeks prior to the date the message is to run on the marquee. The Marquee Birthday Request Form will be available on the Rich Pond Family Resource Center website or a copy can be emailed to you by contacting Hannah Minton by email: hannah.minton@warren.kyschools.us

The Marquee Birthday Request Form and \$10 or \$15 payment must be delivered to the Family Resource Center at least two weeks PRIOR to the date the message will run. Summer birthday messages will have a separate deadline- found on the school website.

*Please note: marquee birthday message may be shared with more than one student.

Name of student: _____

Date requested for marquee: _____

Example message to run on the marquee: "Happy Birthday John Smith"

Office Use Only: Payment received: _____ Check # _____ Cash _____