



# BAREFOOT BAY RECREATION DISTRICT

## REQUEST FORM FOR LED SIGN MESSAGES

**Please review the following guidelines for placement of event messages on the LED Sign**

1. Requestor must have confirmation of the event in the Barefoot Bay calendar prior to request.
2. Requests will be taken two weeks in advance of event.
3. District and HOA messages receive priority. Non-District messages will be displayed for up to a maximum of five days.
4. The sign can only hold up to three lines. Please limit notifications to Name, Location, Date and Time.
5. We will display up to a maximum of fifteen Club or Event messages at any one time.
6. BBRD will process up to five message requests per day.

Requestor's Name		Name of Club or Organization	
Name of Event		Location	
Date of Event	Event Time	Contact Name and Phone Number	

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The above message is only a suggestion. BBRD will modify the text if necessary to accommodate the space allotted for lettering.

<b>Office Use Only</b>	
Calendar Verification	Date

Requestor Signature

Date

Mailing Address:  
625 Barefoot Boulevard, Building "F"  
P.O. Box 779-233

(772) 664-3141  
(772) 664-1928

Physical Address:  
625 Barefoot Boulevard  
Barefoot Bay, Florida 32976-7305