

# Electronic Message Board Request Form Seymour-Hannah Sports and Entertainment Centre

### General Information

Messages are updated weekly on Mondays.

Cost is \$75 per week per message. Priority is given to events held at the arena or in the St. Catharines area.

Once a request is approved, payment must be received in advance at Seymour-Hannah Sports and Entertainment Centre (240 St. Paul Street West) or at Recreation and Community Services Administration Offices (320 Geneva Street).

### Contact Information

Name of Organization/Event to be listed: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Requested date: \_\_\_\_\_ Number of weeks: \_\_\_\_\_

### Message Requested

Three lines of text are displayed on the screen, 30 characters maximum per line. Events may have a maximum of two screens but it is recommended to keep message to one screen. Remember, a simple message is best.

#### *Screen 1*

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#### *Screen 2*

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Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Receipt # \_\_\_\_\_ Date: \_\_\_\_\_

**Fax request form to:**  
**Trish Cardwell, Supervisor of Marketing & Revenue Generation**  
**905 646-9262**

