



### READERBOARD REQUEST FORM

First Federal receives many requests for placing messages on our readerboard. In order to evaluate each request fairly, please complete this form and return it to the Community Relations Officer (CommunityRelations@FirstFedWeb.com).

Date: \_\_\_\_\_ Organization name: \_\_\_\_\_

Organization address: \_\_\_\_\_

Name of individual completing form: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Purpose of request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Preferred date(s) of message, including last date (maximum 2 weeks prior to event):

\_\_\_\_\_

MESSAGE (please keep brief and attach flyer or brochure if available):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** *Due to scheduling of other community messages, and/or the use of the readerboard by First Federal for its own use, requested time preferences may not be available. Other than for our own use, the readerboard will be used to promote local non-profit events, awards, recognition and other messages/ notifications as approved by First Federal. The readerboard may not be used by politicians, those running for political office, political organizations or organizations created to support political causes.*

(Acknowledged) \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_