

Display Case/Bulletin Board Request Form

Name/Group Requesting _____

Case or Board Requested _____

(See Map of available spaces in the office.) *Please list a second and third choice so that we can coordinate as many requests as possible.

Dates Requested For _____

Please give a brief description of what you will be displaying in the space below:

*3D requests will receive first priority for our display cases. If there are no such requests for a given time, other groups may use them. Generally the time period for using one of the cases will be one month unless other circumstances exist. All of our display cases are locked and you will need to coordinate the locking and/or unlocking with the office.

This request form should be submitted at least a week in advance and you will be notified when you are approved.

Existing Cases or Bulletin Boards will not be impacted with this request form. We have three display cases near the front office, four by the district office and one next to room A124. Bulletin boards available are in the business education area.

Thanks for your extra efforts to display items and show off Demon pride!