

## PSP MARQUEE BOOKING REQUEST FORM

Section/Entity requesting use of the sign: \_\_\_\_\_

OPI: \_\_\_\_\_ Phone: \_\_\_\_\_

### Date of coverage

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
(dd/mm/yy) (dd/mm/yy)

### GUIDELINES & FORMAT

- Posting of information onto the sign will be done once weekly
- Entries **must** be translated in both French and English
- All times and dates must be in Military format (i.e. 1400 hrs Thu 15 Jun 17)
- There is only enough space on the sign for text as follows:
  - 15 characters across (includes spacing)
  - 6 lines down (see below diagram)

T	H	I	S		I	S		A		G	R	E	A	T
	E	X	A	M	P	L	E		O	F		H	O	W
	T	E	X	T		W	I	L	L		S	H	O	W
	O	N		T	H	E		S	I	G	N			
W	H	E	N		D	I	S	P	L	A	Y	E	D	
			P	R	O	P	E	R	L	Y	!			

### CONTENT

*English text:*

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*French text:*

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Completed forms to be submitted to [Vanessa.May@forces.gc.ca](mailto:Vanessa.May@forces.gc.ca)