



CITY OF CASTLE ROCK READER BOARD APPLICATION

This board is for City Hall and Non-Profit Organizations use only.
There is no an application fee and no charge
for the use of the Reader Board.

Applicant/Organization _____

Name of Event _____

Date(s) of Event _____ Time(s) _____

Contact Person _____ Phone _____

Date(s) Message to be Displayed _____
(Maximum 14 days)

Clearly print the message you would like displayed on the reader board: **(Maximum 100 characters, must include dates, times and contact information if you want that displayed.)**

Maximum 100 characters

Submit the completed application one of several ways:

Mail City of Castle Rock
Attn: Reader Board
PO Box 370
Castle Rock, WA 98611

Email finance@ci.castle-rock.wa.us
In Person 141 A Street SW
Drop Box 141 A Street SW

Submitting this application does not guarantee your event will be displayed on the reader board. Several reasons include, but are not limited to, limited slide space, inappropriate message, message exceeds maximum 100 character limit, and/or submitted too close to event date, etc.

**Applications should be submitted at least one week prior to the first requested display date.
Applications are on a first-come, first-displayed basis.**