



DIGITAL MESSAGE BOARD REQUEST

Prairie Lakes Community Center
515 E. Thacker Street
P:847.391.5700 E: news@dpparks.org

Community Message Requests

- Review the guidelines before submitting.
- Submit your request using the form below.
- Forms must be submitted at least four weeks before the requested posting date.
- Allow five business days for review. You will be notified by email once approved.
- Approved messages will be posted one week before your event.
- Park District information takes priority over community postings.

Today's Date: _____

Organization or Person Requesting: _____ Requested start date: _____

Email Address: _____ Phone: _____ Event Date: _____

Please print neatly, or fill in digitally.

The Park District is not responsible for errors in your information.

The Park District reserves the right to edit your message for readability.

Please limit your message to 20 characters per line. Spaces, punctuations, numbers and letters each count as one box.

Line 1																			
Line 2																			
Line 3																			

Save the filled in form to your digital device and send it as an attachment to news@dpparks.org.

You may also drop it off at Prairie Lakes Community Center or the Administrative and Leisure Center

Des Plaines Park District Digital Message Board Guidelines

Community messages are reserved for non-profit organizations. You may be asked to provide proof of your 501(c)3 status.

- The Park District does not post:
 - Political messages
 - Personal messages
 - Advertising of for-profit businesses
 - Messages for childcare services, garage or rummage sales
 - Messages that conflict with our policies
 - In general, community messages will be considered from:
 - Park District partners and affiliates
 - The City of Des Plaines
 - Maine Township
 - Des Plaines Public Schools
 - The Des Plaines Public Library
 - Des Plaines Service Organizations
 - 501(c)3 organizations involved in the fields of recreation, health, and the environment, whose messages are in accordance with our policies and guidelines.