

**McDonough Welcome Center
Message Board Request Form
Office: 678-782-6230
Email: mainstreet@mcdonoughga.org**

Date of Request: _____ Date of Event: _____

Requested Date of Removal: _____

Person Requesting: _____

Phone Number of Person Requesting: _____

E-mail Address of Person Requesting: _____

Organization: _____

Information to go on the board:

Event name: _____

Event Date and Time: _____

Location of the Event: _____

Include any graphic (jpeg) and we will attempt to use when advertising the event.

Attach any flyers that you have for the event.

Write any additional details to explain the event that you would like to:

Once received, this will go through an approval process for posting.
Postings are done 10 to 7 days prior to the event.

Due to limited board space and time constraints, sometimes not all requests can be placed on the message board.

Thanks for your consideration and request.