Prior Lake-Savage Area Schools

Electronic Message Board Request Form

Prior Lake-Savage Area Schools has an electronic message board at Twin Oaks Middle School that communicates school and district-wide news, programs, events and more. School Board policy 904 and district guidelines also allow for community event messages sponsored by local non-profit organizations.

Request your message: Our sign allows messages with a maximum of 6 lines with 30 characters per line, including spaces. Shorter messages allow for larger fonts, bold lettering and better readability. No animation or effects are permitted.

Name of Organization: _____ **Contact Name:** _____

Contact Phone: _____ **Contact Email:** _____

Display Dates (up to two weeks): _____ **to** _____

Write your display message in the boxes below. Write a single character or leave a space for each box:

Line 1																													
Line 2																													
Line 3																													
Line 4																													
Line 5																													
Line 6																													

Policy 904: This message board request form must be submitted to the District Facility Coordinator who reviews the request to determine whether it meets policy guidelines. Complete policy and corresponding guidelines are available upon request and are posted on the district's website: www.priorlake-savage.k12.mn.us

The District Facility Coordinator will modify message requests that DO NOT meet the technical or policy requirements. To manage the number of posted messages, PLSAS adheres to the following guidelines:

- Messages typically will be updated on a weekly basis.
- Events may only be posted a maximum of two weeks prior to the event.
- No more than 6 messages can scroll on the sign at any one time.

EXCLUDED CONTENT: The electronic message board WILL NOT be used to display any of the following:

- Services or programs presented by for-profit businesses/organizations that are not offered in partnership with a PLSAS program.
- Services or programs that directly compete with and/or duplicate PLSAS district offerings.
- Political endorsements or related publications.
- Non-school or non-district organizations where 75% of potential participants do not reside within the boundaries of the district.

Submit Via Email