



**Manhattan Beach
Unified School District**

BANNER PLACEMENT REQUEST FORM

Groups must submit this form *with a color picture/rendering of the banner* prior to hanging at any MBUSD school site. Groups can request to hang banners for up to 4-weeks. **Email completed form to cgerken@mbusd.org / Fax (310) 303-3823**

GROUP/ORGANIZATION INFORMATION:

Contact Name: _____ Email: _____

Address: _____ State: _____ Zip: _____

Please check the Board approved category for this group/organization:

____ District ____ MB School ____ MB School Sponsored Club/Org.(specify): _____

____ PTA ____ MBEF ____ City of MB ____ BC Health District

Group/Organization serves: ____ MB only ____ all areas. **Group/Organization is:** ____ for Profit? ____ Non-Profit?

BANNER INFORMATION (a color picture or rendering of the banner must be attached):

Banner size* (height and width): _____ inches tall (H) by _____ inches long (W)

**The maximum banner sized that will be approved is 48 x 96 inches (4 x 8 feet)*

Description of what the banner is promoting: _____

WHERE AND WHEN DO YOU PROPOSE TO HANG THE BANNER(S)?

_____ Grand View Elementary _____ Meadows Elementary _____ Pacific Elementary

_____ Pennekamp Elementary _____ Robinson Elementary _____ MB Middle School

_____ Mira Costa High School _____ MB Preschool

PROPOSED INSTALLATION DATE: _____ TAKE DOWN DATE: _____

MBUSD BUSINESS OFFICE

____ Approved ____ Not Approved due to: _____

Signature: _____ Date: _____
Dr. Dawnalyn Murakawa-Leopard, Deputy Superintendent