



Robin Hood Theatre Reader Board Policies and Procedures

The Robin Hood Theatre Reader Board in Old Town Sherwood is intended for posting City sponsored and non-profit events that take place within our community. The Reader Board is located at the old Robin Hood Theatre parking lot at the corner of 1st and Pine.

Policies and Procedures:

- All non-profit organizations and City partners wishing to post their event on the Reader Board must submit a *Reader Board Request Form*.
- The Reader Board consists of 4 lines and can hold up to 18 characters per line (blank spaces between words count as one character).
- Reader Board messages are posted in CAPITAL letters A-Z and are limited to the following secondary characters: (\$) (?) (&) (.) (')
- Reader Board messages must be displayed a minimum of one full week, but may not be displayed longer than two weeks.
- Reservations for posting an event need to be received at least 14 days prior to posting.
- The City of Sherwood's Volunteer Coordinator will determine the length of time a posting will remain on the Reader Board, as well as which side of the Reader Board will be assigned for use.
- The Reader Board will be assigned based on availability and upcoming events.
- Once your Reader Board Request Form has been approved, the City of Sherwood's Volunteer Coordinator will send you a confirmation letter.

For more information, please contact the Volunteer Coordinator at (503) 625-4213.



Reader Board Request Form

Today's Date _____

Applicant Name _____

Organization _____

Address _____

Phone _____ Email _____

Name and Date of event _____

Date requesting to post event _____

Requested Reader Board Message

Reader Board messages are posted in CAPITAL letters A-Z and are limited to the following secondary characters: (\$) (?) (&) (.) (')

Line #1 _____ (18 spaces)

Line #2 _____ (18 spaces)

Line #3 _____ (18 spaces)

Line #4 _____ (18 spaces)

By signing this form you confirm that you have reviewed the Robin Hood Theatre Reader Board Policies and Procedures. Applicants will be notified by letter, stating approval/denial of Reader Board use. If you have any questions, please contact the City of Sherwood's Volunteer Coordinator at (503) 625-4213.

Please submit applications to:

City of Sherwood | Attn: Volunteer Coordinator
22560 SW Pine Street, Sherwood, OR 97140.
FAX: 503-625-5524 | Email: steffenst@sherwoodoregon.gov

Signature

Date