

Court SQUARE THEATRE MARQUEE  
APPLICATION

Organization's name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact person(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Message: \_\_\_\_\_

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**(Space is limited-please be brief)**

**Please read the attached Policy for rules and regulations.**

Thank you

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

EARLY COUNTY GOVERNMENT  
ADMINISTRATIVE POLICIES AND PROCEDURES

COURT SQUARE THEATRE MARQUEE

**PURPOSE:** The purpose of the Court Square Theatre Marquee is to communicate announcements, activities, events, and programs to the public.

**POLICY GUIDELINES:**

- Marquee policy is established by the County Administrator under general authority granted by the Early County Board of Commissioners.
- Early County Administration will approve, prepare, schedule and post all messages.
- Early County organizations which may apply for placing messages include:  
Early County government and other government agencies  
Civic and civic improvement organizations  
Community service organizations  
Non-profit organizations that submit copy of IRS 501C3  
Blakely-Early County Arts Council
- The following will not be accepted:  
Business or commercial announcements, promotions, or messages  
Campaign or partisan political messages. (Excludes special and general election announcements)  
Religious institutions and organizations which promote religious services, affairs or messages. (The county, at its discretion, may post holiday messages.).
- Marquee message application must be submitted 2 weeks in advance of posting date.
- Early County Administration has first priority for messages; all others are on a first come basis.
- Messages may be edited at the discretion of County Administration Staff.
- Applicant may review message prior to scheduling of message. Once message is scheduled, corrections and changes will depend on staff's ability to make those changes in a timely manner.
- Early County does not guarantee quality of appearance or effectiveness of the message.
- Messages are posted for a maximum of 7 days at no cost to applicant.
- If an application to place a message on the marquee is denied, the applicant may appeal decision to the County Administrator. (229-723-4302).

Adopted by the Early County Board of Commissioners this 7<sup>th</sup> day of December, 2015.



June Merritt, Chairman

ATTEST:



County Clerk