

## Multnomah Arts Center Digital Reader Board Request

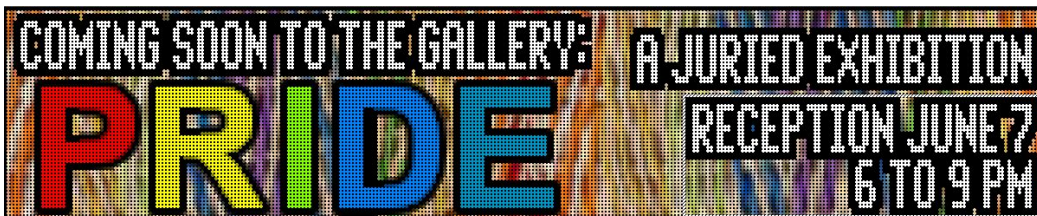
While the digital reader board is primarily intended to promote events and activities MAC offers to the community, it may be made available to renters and tenants (as space allows) at the sole discretion of MAC administration. Messages run for approximately 6 seconds every minute 6am-10pm. The reader board is sized 2' x 10' and located at the front of MAC.

**Cost: \$50.00/week is due upon approval of request.** 501(c)(3) nonprofits receive a 10% discount. Waivers will be considered for nonprofits offering free events that benefit the entire community. Please allow seven days for a response to all requests. Once completed, MAC will provide a screenshot of the message.

Please send request to [MACRentals@portlandoregon.gov](mailto:MACRentals@portlandoregon.gov) with the following information:

- **Subject:** Reader Board Request for (*your organization's name*)
- **Body of email:** Provide the following required information—
  - Contact, Email, Phone, Event Title, Display Dates, Event Date/Time(s), General Information (e.g. cost, contact, website).
  - Other special requests, such as color, basic animation ideas, or a fee waiver can also be included here. We recommend you keep the message simple for readability.
- **Attachments:** Images/logos may be attached. They must be in JPG, GIF, or BMP format in RGB color format. Please keep in mind that the display is 80 x 300 pixels and intricate designs will not display well.

*Reader Board Example:*



***Requests must be submitted at least two weeks prior to the requested display start date.***