



Electronic Message Board Request Form

Date:

Please read the information on the bottom of this form before you fill it out in its entirety. Return the completed form to the University Union Epicenter five (5) business days before message is to be displayed. For club requests to be considered, a confirmed E-Plan must be on file.

For questions regarding the status of your message, call (805) 756 - 2211.

Contact Information:

Name (Print): _____ (Circle One) Club Member ASI Staff CP Staff Faculty
Requestor Contact (Phone): _____ Event Contact (Phone or Email): _____
Organization/Department Represented: _____ Club Box #: _____
Dates Preferred (2 week maximum): From ___ / ___ / ___ to ___ / ___ / ___

Please enter message to be displayed on marquee (20 word maximum):

Three horizontal lines for entering the marquee message.

Advisor: _____
Print Signature

Official Policy for McPhee University Union Electronic Message Board

The ASI electronic message board operates daily from 6:00 a.m. to 12:00 a.m. The operation of the message board is administered through the UU Epicenter.

Eligible Users

- Listed in descending order of priority
• ASI sponsored events (program areas, student government, clubs and organizations recognized by the University).
• Official University events (department programs & activities sponsored by the Univ.)

Message Parameters and Restrictions

- Board to be used as an informational sign to advise campus community of campus sponsored events.
• No message space provided for off-campus entities, including those co-sponsoring events.
• Messages of a personal nature will not be displayed.
• Message Board may not be used to publicize club meetings.
• Special logos or graphics will not be accepted.
• Spaces are assigned on a first come, first serve basis.
• ASI reserves the right to accept or reject any materials submitted for posting and the right to edit all materials. All messages submitted are subject to space availability and appropriateness of content.
• Messages may not be run more than 2 weeks prior to the event.

Procedures for Submitting Messages to Display

- Messages to be considered for display must be submitted on this form to the University Union Epicenter.
• Fill out the Electronic Message Board Request Form with the text as it is to appear on the board. When requesting 'flashing' text, place wording in brackets. Please include punctuation.
• Select dates message is to run
• Complete contact information. (Please be sure to fill out the form completely should there be a need to contact you.)

Office Use Only:
Epicenter _____
Date _____
Marquee _____
Title _____
Date _____