CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

Office of Public Affairs
Division of University Advancement

ELECTRONIC MARQUEE REQUEST FORM

Today's Date: __ __ / __ __ / __ __ Requested by: _____

Organization/Department: _____

Campus Phone: __ __ __ __ Fax: __ __ __ __ Email: _____

Name of Function: _____

Date(s) of Function: __ __ / __ __ / __ __ to __ __ / __ __ / __ __

Time(s) of Function: ___ ___ : ___ ___ a.m./ p.m. to ___ ___ : ___ ___ a.m. / p.m.

POLICY:

The university's electronic marquees are used to announce and promote major university-related activities. Their use is available to university recognized organizations and activities sponsored by students, faculty or staff. The marquees may also be used to publicize cooperative community, state, national or worldwide events that pertain to the university's function or operation.

The associate vice president for university relations is responsible for the priority and final content of messages to be posted and therefore reserves the prerogative to edit all copy. The Office of Public Affairs determines the frequency of message changes to meet the needs of the campus community and reserves the right to make changes or deny requests as needed. We cannot guarantee all requests. For more information, call x3342 or fax x3343.

INSTRUCTIONS:

Fill out all of the requested information above. All lines MUST be completed or your application will be returned. Submit application to the Office of Public Affairs, CLA building (98-T5-12), at least 2 weeks before desired posting date**.** Limit copy to 4 lines, 20 characters per line, including all letters, numbers, spaces, and punctuation marks. All letters are in upper case.

Although the Office of Public Affairs may edit copy to better serve the campus community, we welcome you to submit suggested body. If you are unsure of the wording of your message, feel free to attach a flyer with pertinent information or include additional comments below.

SUGGESTED COPY: (For Online Use Only)

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SUGGESTED COPY: (For Handwritten Use Only)

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ADDITIONAL COMMENTS:

Rev. 11/02