**Electronic Bulletin Board (TV Monitors) Request Form**

Form must be submitted at least 7 days in advance

to **Debra Berry, Office of Student Affairs**.

Please print or type

Office or Organization

Name Phone #

*Form will not be processed without this information*

**Information you wish posted**:

Date of Event

Time of Event

Title of Event or Organization

Location

Purpose of Event

 The lines below represent the Electronic Bulletin Board screen and can be used to assist you with the composition of your message. A limited number of spaces and lines can be used per screen. If needed, please continue on reverse side.

|  |  |
| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |
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| 5 |  |
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| 7 |  |

Typical abbreviations are Room – Rm Law Building – L Polishook Hall – P

 To be announced – TBA

 Days of the week – Mon., Tue., Wed., Thur., Fri, Sat., Sun.

 Dates – i.e. 5/12

 Morning/Afternoon – am/pm