



## Marquee Use Form

Date: \_\_\_\_\_

Requestor's name and phone number: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Message start date: \_\_\_\_\_

Message end date: \_\_\_\_\_

This activity is for: Campus/College \_\_\_\_ Community Cultural Center \_\_\_\_

Message: (Limit 12 characters per line, including spaces, 4 lines per frame)

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Division Chair/Director Approval: \_\_\_\_\_

Public Information Approval: \_\_\_\_\_

\* Provost Approval: \_\_\_\_\_

\* The Provost has final approval for the use of the marquee and any information that is to be displayed on the marquee.