ELECTRONIC SIGN BOARD REQUEST

What may be posted:

- Messages must be no more than 70 characters (including letters, punctuation, symbols, and spaces). Messages over 70 characters will not be posted.
- Messages must be an event open to the entire GMU Community.
- Each organization is limited to no more than two (2) messages at a time on the signboard.
- Only one message is permitted per visit.

When may it be posted:

- Messages will be displayed for a maximum of two (2) weeks.
- Messages will be displayed no earlier than two (2) weeks prior to the event.
- The signboard will be updated about every other day.

Fill out the remainder of this sheet and return to the Johnson Center Information Desk, Mail Stop 1C4.

PLEASE PRINT CLEARLY:

Your Name:_____ Today's Date_____

Organization/Department:_____

Phone:_____

Post From:_____ to_____ (Dates)

MESSAGE: (Maximum of 70 Characters, including spaces)

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