

George Mason University Electronic Sign Board Request Form

For Posting on the signboards in Arlington O, Campus Crossroads – SUB II, and the Field House
(To run a message at the Johnson Center please go to the Johnson Center information desk)

What may be posted:

- Messages must be no more than 23 characters per line, and up to 5 lines (including letters, punctuation, symbols, and spaces). Messages over 23 characters per line will not be posted.
- Messages must advertise that which is open to the entire Mason community.
- Each organization/individual is limited to no more than 2 messages at a time on the signboard.
- Only one message is permitted per event.

When it may be posted:

- Messages will be displayed for a maximum of 2 weeks.
- Messages will be displayed no earlier than 2 weeks prior to the event.
- Requests must be submitted 48 hours before they are to be posted.

For additional copies of this form, and a complete set of rules regarding the signboards please visit www.gmu.edu/departments/infoervices/signboards.html

Please fill out the bottom portion of this sheet and return it to:
SUB I, Room 208, Mail Stop 2D9, or by Fax (703) 993-1009.

PLEASE PRINT CLEARLY:

Your name: _____ Today's Date: _____

Organization/Department: _____

Phone: _____ Post From: _____ to: _____ (dates)

CIRCLE the campus that you want your message posted on: Arlington Fairfax Both

MESSAGE: (Maximum of 23 characters per line, including spaces; maximum of 5 lines)

Line 1: _____

Line 2: _____

Line 3: _____

Line 4: _____

Line 5: _____

For internal use only

Date received: _____

Date posted: _____

Date taken down: _____