The LED MESSAGE signs, which are located at both of the College’s entrances on College Drive, have been installed to communicate information related to emergencies, parking lots, and upcoming institutional events which may attract large groups. Submissions of this nature are made through the Office of Event Services. Student groups must receive approval from a Student Development Advisor. The Office of Event Services reserves the right to make modifications as needed.

Contact Information

Name: ___________________________________________ Extension: __________________________

Office/Organization: __________________________________________ Address: __________________________

Signature of Advisor/Staff/Faculty: __________________________ Date: __________________________

Start on __/___/___ at __:___   End on __/___/___ at __:___
(Date)   (Time)   (Date)   (Time)

Message (Limit 12 character per line including spaces)

____    _____   _____   _____   _____   _____   _____   _____   _____    ____

____    _____   _____   _____   _____   _____   _____   _____   _____    ____

____    _____   _____   _____   _____   _____   _____   _____   _____    ____

For Event Services Use Only

Posted by: ___________________________ Date: ___________________________