

LED Sign Message Request Form

Office of Event Services and Campus Center Operations (Campus Center, Suite 241)

Phone: (609)652-4878 / Fax: (609)626-5538 / E-mail: event.services@stockton.edu

Name of Requester: _____

Email Address: _____

Organization/Office: _____ Phone Number: (_____) _____

Message Dates *(Allow 5 business days for processing.)*

Start Date: _____ Start Time: _____

End Date: _____ End Time: _____

Message: *(Messages are posted in accordance to criteria outlined in the [Posting and Displaying Information on Campus procedure](#). Be as **CONCISE** as possible and include all pertinent information including **DATE(S)**, **TIME(S)**, **PLACE(S)** AND **SPONSOR(S)**. Messages may be edited as needed.)*

Customize your message by adding a picture, logo, or graphic.

- No** - I will not be submitting image(s) for customization; please proceed.
- Yes** - I would like my message customized with specific image(s):
1. Attach a hard copy of the image(s) to this form.
 2. Student groups must also have approval from a Student Development Advisor to use image(s). The Advisor may indicate approval by initialing the hard copy.
 3. E-mail image(s) as a jpeg file, no larger than 640 x 480 or movie file (flv, avi, mpg or mpg 2 format only) to: event.services@stockton.edu.
 4. In the subject line, reference "Message Image" and the "date" you have requested the message to start. In the body of the e-mail, reference the event/message.
 5. The message will not be created until we have received the image(s).
 6. The message may not be posted if the image(s) are received less than 5 business days prior to the requested start date.

(For Student Clubs & Organizations Only)

Signature of Student Development Advisor: _____ Date: _____