

Request to Post an Announcement on the Hampton University Marquee

Name _____ Department _____

Phone _____ Fax _____

*Date to Post _____ Date to Remove _____

(The maximum time that any one announcement may be posted is one week, with announcements being posted between one and seven days.)

ENTER THE MESSAGE AS IT SHOULD APPEAR BELOW
(one character or space per box)

*Requests to post an announcement must be made three (3) weeks prior to the event and must undergo an approval process.

EVENT DETAILS

Purpose of Announcement _____

Event _____

Date _____ Time _____

Location _____

Contact Person _____ Phone _____

Department Approval by _____ Date _____

Approval Below This Line

Number of Days to Run (circle one): 1 2 3 4 5 6 7 Special

Start Date/Time: _____ End Date/Time: _____

Approved by: _____ Date: _____
 Faculty - Provost; Staff- VP for Business Affairs;
 Students – Dean of Students

Approved by: _____ Date: _____
 Executive Assistant to the President