

Marquee Usage Guidelines

Prairie State College has two outdoor, electronic marquees. One is located on Halsted Street, just south of Vollmer Road, and the other is located on Vollmer Road, just west of Halsted Street.

The marquees serve as an electronic communication tool for the general public, students, faculty, staff, prospective students, and visitors of Prairie State College. The intent is to provide these audiences with upcoming information about college events in a brief and visual form.

All messages must be submitted using the Marquee Message Request form, which can be completed online or in hard copy and sent through interoffice mail. Messages will not be accepted if e-mailed, left on a voice message, or given verbally.

Messages must be submitted 48 hours in advance.

Messages displayed on the sign need to be kept simple due to technical restraints.

On the Halsted marquee, each frame consists of three lines, with a 15 to 16 maximum characters per line. It is best to limit the message to two frames, three frames being the maximum.

On the Vollmer marquee, each frame consists of three lines, with a 7 to 8 maximum characters per line. It is best to limit the message to two to three frames, with three frames the maximum.

All messages are subject to editing.

All messages must promote or support Prairie State College events. Events organized by outside organizations that are renting the Business and Community Education Center are also allowed on the sign, per the contract and as determined by the coordinator of the Business and Community Education Center. No other outside messages are permitted.

Personal messages such as birthday or anniversary announcements will not be posted.

General messages such as November is Dental Hygiene Month or Rent Space in the BCEC will not be posted. Messages must be tied to an event.

All messages submitted from student clubs and organizations must have the club advisor signature and a signature from the assistant dean of student life and multicultural affairs.

Although all messages are generally posted, the Office of Communications and Marketing reserves the right to determine which messages will be displayed at any given time.