



Department of Communications and Marketing

Marquee Message Request

Please give 72 hours for all requests. Please note Communications and Marketing reserves the right to edit messages. Return completed form to the Communications and Marketing Department or Mailbox 27.

Today's Date: _____

Name: _____ **Ext.** _____

Department: _____

Choose One: Vollmer marquee only Halsted marquee only Both

Requested Marquee Dates: _____

Information for Message *(attach flier if available)*

Name of Event: _____

Date of Event: _____ Time of Event: _____

Location of Event: _____

Contact Phone Number: _____

Other Information: _____

Club Events Only

Club Advisor Signature: _____ *Date:* _____

Asst. Dean of Student Life and Multicultural Affairs Signature: _____ *Date:* _____