

MARQUEE REQUEST FORM

The SGA encourages student clubs and other organizations to utilize the marquee for announcement purposes. Please submit this form to the SGA Secretary in his or her box at least five (5) school days prior to the date of the event. The submission of this form does not guarantee that the announcement will be placed on the marquee.

Name of organization: _____

Activity: _____

Date of activity: _____

Time of activity: _____

Price of admission (if any): _____

Form submitted by (name and title): _____

Date submitted: _____

Sample of announcement (Print how you would like to see your announcement on the Marquee. Approximately three to four words can be put on each of the four letter board lines. The sample is subject to change.)
