

Kiosk Request Form

Get your Campus Event Publicized!

The electronic kiosk can be found in front of the Hirt building displaying weekly campus events. This form can be used to get your event up for the entire campus to see!

According to the Mercyhurst Student Government Bylaws and Standing Rules, the following are guidelines set in place for usage of the electronic kiosk. Please make sure your event follows these standards:

1. Only major campus wide events will be listed. Things such as weekly meetings, inter-departmental functions, and other events not open to the entire campus will not be posted.
2. Announcements are to be submitted through the online submission form only.
3. Kiosk postings will only display events one week prior to the actual event date. This is to ensure that each group will have a fair chance to publicize their event.
 - a. RSCO's, Offices, and Departments are must submit kiosk request forms two weeks prior to their event to ensure a one week turnaround to program the message and have it running a week prior to the event.

Please fill out this form below:

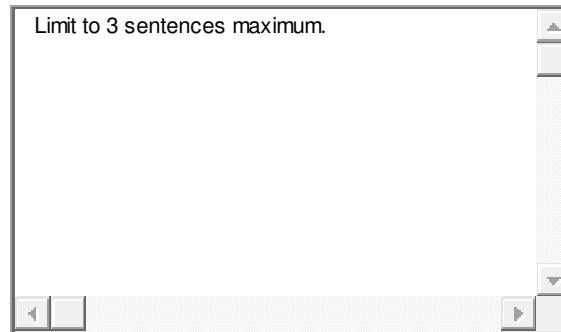
Event Name	<input type="text"/>
Event Date	<input type="text"/>
Your Name	<input type="text"/>
E-Mail Address	<input type="text"/>
RSCO or Department Affiliation	<input type="text"/>

Is this event registered with the Center for Student Engagement & Leadership Development?

Is this event open to the entire campus community?

Please put your message here

Limit to 3 sentences maximum.

A rectangular text input field with a thin border. At the top left, it contains the text "Limit to 3 sentences maximum." On the right side, there is a vertical scroll bar. At the bottom, there are two small square buttons with left and right arrow symbols.

Disclaimer: We will only approve submissions for the Electronic Kiosk which are open to the entire campus community. Also, posting of the event will occur the week of the event, and no sooner. We get many requests and do not want to leave anyone out, however we want everyone to be able to have their event featured.