

MARQUEE REQUEST FORM

To ensure your message is correct, please fill out the form completely. If the information requested is not applicable to your event, please put N/A on the designated line. Please consider the size of the marquee display when giving information. Short and direct is often best.

Contact Information (for in-house use)

Requestor Name:

Telephone Number:

Email:

Department:

Event Information (for display)

Event Name:

Event Date:

Event Time:

Event Location:

Event Phone Contact:

Event Web Address:

Date to start playing on marquee:

Date to take off marquee:

Special Instructions:

Submit to Jessica Klipa, public information coordinator, public affairs and marketing,
klipaj@scf.edu.