



MARQUEE DISPLAY REQUEST FORM

This form is to be used to request information to be displayed on the Los Angeles Harbor College Marquee. **Request must be submitted two weeks prior to requested display start date.**

FACTS:

- The large marquee can accommodate up to three lines which consists of no more than 20 characters.
- The small marquee can accommodate (long narrow strip of text scrolling across the screen – which can only be seen from campus)
- Graphics can be displayed (However animation is not an available feature)
- The message will display for five (5) seconds then the next picture appears

Print Your Name:	Your Title:
Division/Office:	Your Phone Number:
Your Email Address:	Your Supervisor's Phone Ext:
Your Signature:	Supervisor's Signature:
Area Dean's Signature:	Area Vice---President's Signature:

Date display to start:	Date display to end:	Graphic required:
Write the announcement here:		

For Office Use Only:	
Date Received:	Date Approved:
Graphic verified/approved:	Approved by:
Date Requestor Notified:	Display entered by:
Denied for the following reason(s):	