

## Request to Post an Announcement on the Hampton University Marquee

Name \_\_\_\_\_ Department \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

\*Date to Post \_\_\_\_\_ Date to Remove \_\_\_\_\_

(The maximum time that any one announcement may be posted is one week, with announcements being posted between one and seven days.)

ENTER THE MESSAGE AS IT SHOULD APPEAR BELOW  
(one character or space per box)


\*Requests to post an announcement must be made three (3) weeks prior to the event and must undergo an approval process.

### EVENT DETAILS

Purpose of Announcement \_\_\_\_\_

Event \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Location \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Department Approval by \_\_\_\_\_ Date \_\_\_\_\_

Approval Below This Line

Number of Days to Run (circle one):    1    2    3    4    5    6    7    Special

Start Date/Time: \_\_\_\_\_ End Date/Time: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
                   Faculty - Provost; Staff- VP for Business Affairs;  
                   Students – Dean of Students

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
                   Executive Assistant to the President