**Prescott Campus Electronic Marquee Posting Request**

Requests for posting information on the Prescott Campus electronic marquee must be submitted one week prior to posting of the event. All requests are subject to the pre-determined priority guidelines.

Each event is contained on one *slide.* Each *slide* has 6 lines for text. The amount of characters per line as well as the amount of lines will vary depending on font size. Larger fonts may take up more than one line. The content of your request may be edited to fit in the available space.

List any specific preferences under the section labeled Special Requests. Examples include: text in all capitals, bolded text, and large font sizes. Special requests will be accommodated whenever possible.

Attach this form to an email to: [Debby.orlando@yc.edu](Debby.orlando%40yc.edu).

**CONTACT INFORMATION**

|  |  |
| --- | --- |
| Contact Name: | Contact Number:  |

**EVENT INFORMATION**

|  |  |
| --- | --- |
| Date(s) of Event: |  |
| Time(s) of Event: |  |
| Title of Event: |  |
| Location of Event: |  |
| Special Requests:  |  |