

Monmouth University Campus Electronic Signs Form

Message requests must be forwarded to SGA at least **(1) one week** in advance of the date when you would like the message posted.
SGA cannot guarantee late submissions will be posted.

Club/Organization/Department Requesting Message: _____

Contact person: _____

Email address: _____

(Please print clearly) **Message Frame 1:**

1st Line
2nd Line
3rd Line
4th Line

(Please print clearly) **Message Frame 2"**

1st Line
2nd Line
3rd Line
4th Line

Color of the font you would like in each frame: _____ (black, blue, white, purple, red, yellow, green, orange, pink, lime, gray)

Run dates for your message -- Start: _____

End: _____

- Please use a separate form for each message.
- The message board will only accommodate one letter or character per box. All messages will be centered on the board.
- You may select letters or characters that are normal size or double size. If you double the size of a character, you must use two (2) rows to accommodate each letter or character.
- The purpose of the message board is to display information that is of general interest to the student body. Messages that are offensive or are in poor taste will not be posted.
- SGA may add graphics or effects to your message time permitting.

Completed message board requests should be delivered to the SGA Secretary, located on the 2nd floor of the Rebecca Stafford Student Center, within the Division of Student Services or faxed to 732-263-5100. If you have a question, please call 732-571-3484.

Sample Message Frame Requests

Frame with normal size font – you will have 4 rows with 12 characters or letters per frame

S	T	U	D	E	N	T							
G	O	V	E	R	N	M	E	N	T				
M	E	E	T	I	N	G							
T	O	D	A	Y		3		P	M				

Frame with double size font – you will have 2 rows with 8 characters or letters per frame

S	T	U	D	E	N	T		
A	C	T	I	V	I	T	Y	

- For SGA use only -

Date Received:	By:
Posted:	By:
Comments:	