

VIDEO DISPLAY REQUEST

Instructions: Send completed form to Facility Scheduling, Room K408 (to be verified against an approved activities list if applicable and forwarded to OCM for input into the system.)

All message requests must be received 3 days in advance of the activity.

Today's Date
Requested by Phone
Division/Department Head Approval
What date would you like your message to Start ?
What date would you like your message to End ?
Message (please include the date, time and location of your activity):
Only approved activities/events will be entered and displayed. Activities requiring room use must have an approved Facility
Reservation Form on file with the Office of Facilities Scheduling. Note: Text may be modified for clarity or to fit screen.
For Office Use Only
Date Received by Scheduling Reservation form on file/Ok to enter
Date Received by Marketing Date Entered Saved as Other Notes
Rev 9/28/04