

SIMMONS COLLEGE MEDIA SERVICES  
Message Display System - General Policies

- Any function or special event of interest to the Simmons College Community will be posted.
- Media Services reserves the right to edit without notice any message or announcement for clarity and brevity.
- Use the “Message Display Request Form” below to request a posting.

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SIMMONS COLLEGE MEDIA SERVICES  
MESSAGE DISPLAY REQUEST FORM

**Organization, Dept., Sponsoring Group, etc:** \_\_\_\_\_

**Requested by:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Date of Event** \_\_\_\_\_ **Location** \_\_\_\_\_

**Starting Time** \_\_\_\_\_ **Ending Time** \_\_\_\_\_

**Message (25 words or less):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date to Begin Posting \*:** \_\_\_\_\_ **Date to End Posting:** \_\_\_\_\_

\* The Message Display System is updated once every morning. The earliest a message can be posted is the morning immediately following receipt of this form.

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***For Office Use Only***

**SAC Approval (if needed):** \_\_\_\_\_

**(Media use only) Entered by:** \_\_\_\_\_ **Date:** \_\_\_\_\_