



# WAYNE COUNTY COMMUNITY COLLEGE DISTRICT ELECTRONIC MARQUEE REQUEST FORM

## CONTENT-SUBMISSION POLICY

To be considered for posting on the exterior digital signs, submissions **must** meet the following criteria:

- Be in compliance with the District's strategic messaging and goals.
- Be of broad interest to the campus and external community.
- Be campus-sponsored rather than campus-hosted.
- Do not endorse a political issue or candidate. No commercial or other for-profit messages.

## PRIORITY WILL BE GIVEN TO:

- Messages from the Chancellor's Office, News and Information take priority over all others.
- Announcements of District-wide interest and concern and events that have academic applications, such as college-based dates, deadlines, lectures, performances and exhibits.
- All messages are subject to editing by the Chancellor's Office and reserve the right to refuse to post any message submitted.
- Individual greetings or congratulations will not be posted.
- In filling out the posting request form, be brief and specific, with the name of the event, date, time and contact number if relevant.
- It is recommended that all requests be on file at least two weeks before requested date of posting.
- Any message that does not conform to the above process are subject to being rejected.

Please fill in with your information.

Name \_\_\_\_\_

Department/Division \_\_\_\_\_

Campus Location \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Date Submitted \_\_\_\_\_

Post Date \_\_\_\_\_ End Date \_\_\_\_\_

## Message Content

## Other Instructions?

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please submit complete and signed form  
to [marqueeupdate@wcccd.edu](mailto:marqueeupdate@wcccd.edu).

For additional information contact Muna Khoury at 496-2777  
or Carolyn Carter at 496-2633.

## APPROVALS

APPROVED  DENIED

Date Received \_\_\_\_\_

Chancellor \_\_\_\_\_