

Policy for Electronic Marquee

The electronic marquee at the Elizabeth City Campus is intended to provide the outside community with information on **happenings and events at the college relevant to the community at large**. These include, but are not limited to, Albemarle Nights events in the auditorium, registration dates, and graduation ceremonies.

Only at the discretion of the director of marketing & communications or the president may other messages may be posted (example: to welcome a SACS team.)

All requests for postings on the electronic marquee must be submitted to the Marketing & Communications Office **at least two weeks** in advance. Please submit requests via email to signrequest@albemarle.edu. Messages will be posted on a first-come, first-served basis.

Please use the following guidelines when submitting requests:

1. Three lines, 30 letters and/or spaces per line. Please note that short messages are easier to read.
2. Message duration may be limited based on space needs.
3. Messages may be edited as needed.

MESSAGE	
Line 1:	_____
Line 2:	_____
Line 3:	_____

Requested dates: From _____ to _____

Signature: _____ Date: _____