

REQUEST FORM: Barnes & Noble Marquee

The Barnes & Noble Marquee, located in front of the Hearnes Center on the Missouri Western State University campus is available for official MWSU campus events, announcements, guest visitor welcomes, etc.

Because space is very limited on the marquee, as is the number of letters available, and to avoid conflicts in scheduling the following rules apply:

1. There are 20 total spaces for letters, numbers, and spaces on each of three total lines available. Therefore short and succinct messages are required.
2. Only requests utilizing this form will be accepted.
3. All request forms should be sent to the Director of Public Relations & Marketing, Room 207 Spratt Hall or by e-mail attachment at least one week prior to the date the marquee message is to appear. In the event of conflicting requests, preference will be given based on the earlier dated request.

Name _____ **Department or Organization:** _____

Today's Date: _____ **Date message is to appear:** _____

Until Date: _____

There are 3 lines of 20 spaces available for your message. Please complete:

Message:

Please send this form to:

MWSU Public Relations & Marketing Director
Room 207 Spratt Hall

Or e-mail this form to rswafford1@missouriwestern.edu