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 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.
2. Only requests utilizing this form will be accepted.
3. All request forms should be sent to the Public Relations & Marketing Office, Spratt Hall 108 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: _________________ Message start date: _____________

Message end date: _____________________

There are 3 lines of 20 spaces each available for your message.
Message:

Message:

Please send this form to

Public Relations & Marketing Office
Spratt Hall, Room 108
E-mail: kheier@missouriwestern.edu