



CALIFORNIA STATE UNIVERSITY, FULLERTON • 800 N. STATE COLLEGE BLVD. • P.O. BOX 6828 • FULLERTON, CA 92834-6828 • ASI.FULLERTON.EDU

ELECTRONIC MESSAGE BOARD REQUEST FORM

Messages will be displayed on both the Titan Student Union and University Hall electronic message boards (EMB). Please read the information on the bottom of this form before you fill it out in its entirety. Submit the completed form at least 10 business days before you want your message to be displayed to the ASI Marketing Office:

Email: Erin Post, Marketing Coordinator - epost@fullerton.edu

Location: Titan Student Union, Room 4

For questions regarding the status of your message, call the ASI Marketing Office at (657) 278-5869.

NAME: _____ **CHECK ONE:** STUDENT FACULTY ASI STAFF CSUF STAFF OTHER

ORGANIZATION/DEPARTMENT: _____

CONTACT TELEPHONE: _____ **CONTACT EMAIL:** _____

DISPLAY DATES (2 WEEK MAXIMUM) FROM: _____ **TO:** _____

ARTWORK

Display Pixel Dimensions: 288 (wide) x 80 (high); Resolution: 300 dpi; Artwork must be saved using RGB (red, green & blue) color space; Importable static file formats include: BMP, JPG, PSD, EPS and TIF

I will provide the artwork
Please email artwork with this form to Erin Post- epost@fullerton.edu

I need the artwork created
Please provide the information that you would like included on the display in the table below. One letter or space per box. Information will appear exactly as submitted.

OFFICIAL POLICY: TSU/UH ELECTRONIC MESSAGE BOARDS
The operation of the TSU/UH electronic message boards is administered through the ASI Marketing Office, located in the Titan Student Union, Room 4. All policies were approved by the TSC Governing Board. The Associated Students, CSUF, Inc. reserves the right to accept or reject any materials submitted for posting and the right to edit all materials. All messages submitted are subject to space availability and appropriateness of content.

ELIGIBLE USERS
Listed in descending order of priority

1. Associated Students, CSUF, Inc. funded and/or managed programs, services and government activities
2. University events and information pertinent to the majority of the students and others on campus
3. University departmental programs, activities and information
4. Student organization (non-ASI) special events or activities held at on-campus facilities
5. TSC sublease holders and TSU University Conference Center clients
6. Other CSUF auxiliaries, CSUF faculty and staff

- MESSAGE PARAMETERS AND RESTRICTIONS**
- Electronic message boards are to be considered informational signs to advise the campus community about on-campus sponsored activities
 - No message space will be provided for off-campus entities, including those who may co-sponsor events with eligible users
 - Messages pertinent to only selected individuals or of a personal nature will not be displayed without prior approval of the ASI Marketing Office and the TSC Governing Board Chair
 - Messages that list specific prices or discounts for goods or services will not be displayed with the exception of ASI and Auxiliary Services Corporation (ASC)
 - Messages will be displayed for no less than one week and no longer than two weeks
 - Multiple slides promoting the same activity are not permitted without prior approval of the ASI Marketing Office
 - All non-ASI departments, clubs, organizations will be assigned on a first come, first served basis

FOR OFFICE USE ONLY:	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	DISPLAY DATES: _____
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