MURPHY CENTER ELECTRONIC MARQUEE POLICIES

1. Priority Messages will run from 6:00 am to 9:00 am, from Noon to 2:00 pm, and from 4:00 pm to 6:00 pm.
2. At all other times both Priority and Non-Priority messages will run.
3. Messages may not run more than ten (10) days prior to the publicized event or service.
4. No announcements of a personal nature will be accepted.
5. Commercial solicitations and/or advertisements will not be accepted.
6. Requestors are limited to one message per form.
7. Normally, requestors may schedule only one message per week.
8. Spelling, format, and accuracy of information within a message are the responsibility of the requestor. Murphy Center Complex Office reserves the right to edit messages for brevity and/or style.
9. Requests are to be approved/declined on a first-come, first serve basis.
10. Exceptions to the message board operating procedures are made by the Murphy Center Complex Office designee.
11. Please complete and submit this request to Murphy Center Complex Office, room 177 Murphy Center - **seven (7) business days prior to event**.

I have read the above policies and understand that my message may be declined if I do not adhere to these policies.

Signature of requestor_____ **Date** ____/____/_____
Organization_____ **Phone** _____
Dates to Run From ____/____/_____ **To** ____/____/_____

Must get Message across in Frame 1 using 15in. tall letters or 7in. tall letters
Please print clearly!

Example 15in. tall Letters:

	C	A	R	E	E	R		D	A	Y		
M	C		J	A	N		1	2		6	P	M

Frame 1:

Example 7in. tall Letters:

		B	L	U	E		R	A	I	D	E	R		F	O	O	T	B	A	L	L		
						V	S		T	E	N	N	E	S	S	E	E						
				N	O	V		2						6	:	0	0	P	M				
					F	L	O	Y	D			S	T	A	D	I	U	M					

Frame 1: