Monitor System Policies

1. The monitor system is available to advertise events being held in the Lowman Student Center.
2. A one-page ad may run for five (5) business days prior to the event.
3. No more than five (5) advertising screens will run each day.
4. Requests for advertising on the monitor system must be submitted in writing to the Lowman Student Center office at least two (2) business days prior to the start date for the advertising.
5. Ads must identify campus affiliate, sponsoring registered student organization, and the name, date and time of event.
6. Ads will not contain obscene words or promote unlawful activity.

Message: ____________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Start Day: __________  End Day: __________

Requested by: ________________________________________________________
Department/Organization: _______________________________________________
Phone Number: ________________________________________________________
Date: __________________________________________________________________

____________________________________________________________________

LOWMAN STUDENT CENTER USE ONLY

Date Received: __________
Date Scheduled: __________  File Name: _____________________________________
Initials: __________