WEST LIBERTY UNIVERSITY
ELECTRONIC MESSAGE BOARD REQUEST FORM

What may be posted:
• Messages must be no more than 16 characters per line, and up to 6 lines (including letters, punctuation, symbols, and spaces). Messages over 16 characters per line will not be posted.
• Messages must advertise that which is open to the entire campus community.
• Only one message is permitted per event.

When it may be posted:
• Messages will be displayed for a maximum of one week.
• Messages will be displayed no earlier than one week prior to the event.
• Requests must be submitted 48 hours before they are to be posted.

TODAY’S DATE:______________________________________________________________________
NAME:______________________________________________________________________________
ORGANIZATION/DEPARTMENT:_________________________________________________________
PHONE:_______________________  POST FROM:__________________TO:_____________________
CIRCLE which electronic message board you want your message posted on:     LIBRARY      UNION
MESSAGE:

Line 1: ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___
Line 2: ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___
Line 3: ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___
Line 4: ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___
Line 5: ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___
Line 6: ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___

For Student Organizations:

Signature of Advisor:__________________________________________ Date:__________________

Please return form to:
Michelle Pissos
Director of the Union and Campus Life
Campus Life Office, Student Union
PO Box 295, CSC 183
West Liberty, WV 26074
Phone: (304) 336-8273
Fax: (304) 336-8966
Email: mpissos2@westliberty.edu

For internal use only

Date received:
Date posted:
Date removed: