



Outdoor Event Board Request Form

Submit request form AT LEAST four (4) weeks prior to event.

Organization: _____

Date Requested: _____ Circle one: OSU-M NC State

Event Date/Time: _____ Dates of posting: From _____ to _____

Name: _____ Phone Extension: _____

Sign location choice (please check)

- | | |
|--|--|
| <input type="checkbox"/> #1 near Riedl facing Rt. 39

<input type="checkbox"/> #2 near Riedl (opposite side of board #1)

<input type="checkbox"/> #5 near Health Sciences facing Lex-Springmill | <input type="checkbox"/> #3 Center board facing Rt. 39

<input type="checkbox"/> #4 Center board facing
Lexington-Springmill Road |
|--|--|

Due to space limitation and demand, it may not be possible to run all messages, to run messages on boards requested, or to run for the full duration of the request. Should such problems occur, we will advertise at least one event per institution as well as Student Activities. We will do our best to accommodate all requests. Please be aware that inclement weather could hamper our ability to post signs.

OFFICE USE ONLY

Date Rec'd _____
 Initials _____

Completed _____
 Initials _____

Removed _____
 Initials _____