The Office of Campus Life

Ohio State Mansfield/NC State

OUTDOOR EVENT BOARD REQUEST FORM

(Submit request form 24 hours prior to requested run time)

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

Event Date/Time:_____ Dates of posting: From_____ to_____

Name:_____ Phone Extension:_____

Sign location choice (please check)

☐ #1 near PAC facing Rt. 39

☐ #2 near PAC (opposite side of board #1)

☐ #3 Center board facing Rt. 39

☐ #4 Center board facing Lex-Springmill

☐ #5 near Health Sciences facing Lex-Springmill

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.

Please print or type your message and use a separate form for each message. The grid below shows the exact number of characters available per line. The message is subject to change/abbreviation due to its length. Please keep your message as **brief and concise as possible**. Thank you.

OFFICE USE ONLY

Date Rec'd:_____

Initials:_____

Date Completed:_____

Date Removed:_____

Initials:_____