

TV Message Request Form

Office of Event Services and Campus Center Operations (Campus Center, Suite 241)
Phone: (609)652-4878 / Fax: (609)626-5538 / E-mail: TVLEDrequests@stockton.edu

Name of Requester: _____

Email Address: _____

Organization/Office: _____ Phone Number: (_____) _____

Please Post Message From: Start Date _____ Time _____ / End Date _____ Time _____

Messages

One week prior notice is required. Messages are posted based on priority criteria.

*Please be as **CONCISE** as possible and include **DATE(S), TIME(S), PLACE(S) AND SPONSOR(S)**. Messages may be edited as needed.*

Customize your message by adding a picture, logo, or graphic

No - I will not be submitting image(s) for customization; please proceed.

Yes - I would like my message customized with my image(s):

1. Attach a hard copy of your image(s) to this form.
2. Student groups must also have approval from a Student Development Advisor to use their image(s). The Advisor may indicate their approval by initialing the hard copy.
3. E-mail your image(s) as a jpeg file, no larger than 640 x 480 or movie file (flv, avi, mpg or mpg 2 format only) to: TVLEDrequests@stockton.edu.
4. In the subject line, reference "TV Message Image" and the "date" you have requested your message to start. In the body of the e-mail, reference the event/message.
5. Your message will not be created until we have received your image(s).
6. Your message may not be posted if your image(s) are received less than one week prior to the requested start date.

(For Student Clubs & Organizations Only)

Signature of Student Development Advisor: _____ Date: _____

Submit to Event Services & Campus Center Operations, Campus Center, Suite 241
Messages are posted on Channel 2 on-campus.