

Student Organization Resource Center

Division of Student Affairs
East Tennessee State University

ETSU Campus Announcement Request

All announcement requests must be received by the Student Organization Resource Center two weeks (14 days) in advance of requested display dates. Reservations should be made no more than 2 months in advance of requested display dates.

Additional Details, Tips, and Policies:

- Limited to one announcement per request form.
- Due to production and distribution requirements, late requests may not be accepted.
- We reserve the right to abbreviate and reword messages when necessary.
- Due to limited space and availability, your organization is not guaranteed that your announcement will be displayed at all venues. Please note: Digital Marquees will not be used to advertise regular weekly meetings.
- If desired, a Microsoft PowerPoint slide or other graphic image (logo, photo, graphic, video, etc.) may be submitted electronically to: SORC@etsu.edu. If possible, they will be used as submitted. Be very aware of copyrighted material – don't use it unless you have permission.
- Remember - brevity is key, list the simple facts of Who, What, When, Where, Cost. No sentences or long phrases.
- Announcements run from Monday to Monday, with a minimum commitment of one week per request. The announcement may run longer if space allows and is appropriate.
- No commercial, non-campus related announcements will be considered.
- Each display system is managed by different departmental staff with different system priorities; the SORC is only providing a coordinated announcement request process and does not actually control each system or guarantee display of the announcement.
- Displays must comply with TBR Policy 3:01:01:00 Organizations and Policy 3:02:00:01 General Regulations on Student Conduct.

Displays must not: (a) have illegal aims and goals; (b) propose activities which would violate regulations of the Board or the institution or school, or federal or state laws and regulations, or materially and substantially disrupt the work and discipline of the institution or school; or (c) advocate incitement of imminent lawless action which is likely to produce such action. Furthermore, public displays which an average person applying contemporary community standards would find, (1) taken as a whole, appeals to the prurient interest, (2) depicts or describes sexual conduct in a patently offensive way, and (3) taken as a whole, lacks serious literary, artistic, political or scientific value are prohibited.

Name of Student Organization or Campus Department _____

Contact Person _____ Date Completed _____

Box # _____ Phone # _____ Email _____

Name of event / program / topic to be advertised _____

Description of Desired Announcement _____

Requested Systems and dates of display on reverse side.

Flip to Back Side

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Indicate the requested systems and dates of display below.

_____ Dates _____ Maximum of 7 days on University Center Video Bulletin Board
(7 TV's Located in the University Center)

_____ Dates _____ Maximum of 7 days on Basler Center Video Bulletin Board
(2 TV's Located in the Physical Activity Center)

_____ Dates _____ Maximum of 7 days on Housing and Residence Life Cable TV Bulletin Board
(Channel # 23 on campus cable)

_____ Dates _____ Maximum of 7 days on up to 3 campus Digital Marquee signs
**** Please note: Digital Marquees will not be used to advertise regular weekly meetings ****
(Lawns of Burgin Dossett, Nicks, University Center)

In the space below, give the specific details of the requested announcement. Keep in mind that space is very limited and difficult to read when many details are included. Please limit to four lines with no more than four words per line.

Line 1) _____

Line 2) _____

Line 3) _____

Line 4) _____

Did you choose to email graphic content material related to this announcement to the SORC? ☐yes ☐no

Use: SORC@etsu.edu, what date did you send it? _____

****If sending a flyer or poster to post, please send something in "Landscape" (horizontal) orientation.**

Return completed form to the Student Organization Resource Center, Suite A—First Floor Culp Center.

For Office Use Only

Registered organization ☐yes ☐no
Approved for distribution ☐yes ☐no

Date Received _____

Week approved _____
Initialed By _____