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
ETSU Campus Announcement Request

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 ________________

Form Revised 11-9-11