

OFFICIAL POLICY FOR THE AZTEC CENTER ELECTRONIC MESSAGE BOARD

ELIGIBILITY:

AS/SDSU programs, services and government activities; University Events and information pertinent to a majority of the students and others on campus; University departmental programs, activities and information; student organization special events or activities held in A.S. facilities or SDSU facilities; sub-lessees of Aztec Center; and other SDSU auxiliaries and SDSU faculty.

REQUIREMENTS:

- Messages pertinent to only selected individuals or organization members or of a personal nature will not be displayed.
- Messages making references to drugs/alcohol/tobacco will not be displayed.
- Messages that refer to regular or weekly meetings will not be displayed.
- No commercial advertisements will be allowed. General announcements for lessees will be permitted. (Ex: operation hours, special events, etc.)
- Messages will be displayed for no longer than a 3-week period of time.
- Messages can not require changing more than 2 times a week.
- Special logos or graphics will not be accepted. However, Meeting Services Staff will include standard graphics available on the system if requested. (Greek letters are not considered special graphics and will be accommodated).
- Messages to be considered for display must be submitted on a "Electronic Message Board Request Form" to the University Information Center or the Meeting Services Office.
- Request forms must be submitted by 4:00pm at least 3 working days before the message is to be displayed
- Should available space become a problem, messages will be accepted in accordance with the above mentioned hierarchy of eligible users, on a first-come, first-served basis.
- Content of messages may be altered slightly to adjust to message board format.

FOR QUESTIONS OR MORE INFORMATION, CALL (619) 594-5278. THANK YOU.

ASSOCIATED STUDENTS ELECTRONIC MESSAGE BOARD

PLEASE CHECK ONE OF THE FOLLOWING:

Student

Faculty

A.S. Staff

SDSU Staff

Other

Today's Date _____ Desired Date to Begin Message _____

Name _____

Organization / Department _____

List all Sponsoring Organizations for Event _____

Daytime Contact Phone # _____ Phone # to be in Message _____

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Preferred Display Time Span (maximum 3 weeks) From _____ To _____

Type or Name of Activity or Event for Message _____

Date (s) of Activity / Event _____ Time (s) of Activity / Event _____

Location of Activity / Event _____ Check One: A.S. Facility SDSU Facility

MESSAGE (20 words or less. No words more than 10 characters) _____

SPECIAL INSTRUCTIONS OR GRAPHICS REQUEST