



Official Policy for the Aztec Center Electronic Message Board

Today's Date: _____

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 the 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 once a week.
- Special logos or graphics will not be accepted. (Greek letters accepted.)
- Messages to be considered for display must be submitted on an "Electronic Message Board Request Form" to 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

CONTACT INFORMATION:

Please check one of the following: Student Faculty A.S. Staff SDSU Staff Other

Name: _____ Org./Dept.: _____

List all organizations involved: _____

Daytime Phone: _____

MESSAGE INFORMATION:

Preferred Display Time Span
(maximum 3 weeks)

Start Date _____

End Date _____

Use Frames to the right for message formatting.

SEE SAMPLE FRAME BELOW

- Each small line should contain only one letter, punctuation or space.
- Each frame will contain only 2 lines of information.
- Only one frame will be displayed at a time.
- Frames will be displayed in the numerical order shown at the right.

FRAME 1

FRAME 2

FRAME 3

FRAME 4

SAMPLE FRAME

D a n c e M a r a t h o n

S e p t 1 2 * 7 : 3 0 p m

FRAME SAMPLE