

# CHANNEL 4 ANNOUNCEMENT REQUEST FORM

**Submit requests at least 48 hours prior to the date you want the announcement to begin running.** Exceptions will be made for emergencies only. Please keep the length of running time to a **maximum of one week** due to the large volume. Announcements are updated twice each week.

DATE OF REQUEST

NAME OF ORGANIZATION/

INDIVIDUAL MAKING REQUEST

ADVISOR SIGNATURE  
(for student organizations)

TEXT FOR SCREEN: (must be printed)  
EVENT/ANNOUNCEMENT

DATE & TIME OF EVENT

DATE TO BEGIN RUNNING

DATE TO STOP RUNNING

**NOTES:**

1. Ads may be placed on Channel 4 one week prior to a scheduled event.
2. Please do not request ads be run continuously. This clutters the screen with too much "old" data.