

Jacksonville State University
TMB Message Board Reservation Form

Sponsoring Organization/Department: _____

Date(s) you would like your message to be displayed: _____

Contact Person: _____ Title/Office: _____

Person Making Request: _____ Telephone: _____

Advisor's Signature: _____ Ext.: _____

Print or type message to read as: _____

***Messages will be displayed on a first come-first serve basis. Student Life will make every effort to display message as much as possible. Please review attached policy.**

1. All messages on the board will promote University sponsored events only. The Advisory Committee will be responsible for making decisions on unusual requests. No events hosted by an individual will be placed.
2. University Officials are to submit in writing, announcements to be placed on the board. Requests are to be submitted to the Director of Student Life at least ten days prior to the publishing date.
3. The only advertising allowed on the board will be for businesses who sponsor the TMB Message Board.
4. Announcements will run 3 days prior to event and day of the event.
5. Student Life/Student Government Association announcements will receive priority for messages placed on the board. Priority thereafter will be on a first come-first serve basis. A Faculty Advisor signature is required for these requests.
6. Student organizations may place messages on the board for community service/philanthropy events and fund raisers.
7. No advertising for individual gain.
- 8 Off-campus events cannot be advertised.