

Digital Sign Posting Request

Name	<input type="text"/>	Extension	<input type="text"/>	Email	<input type="text"/>
Title/Department	<input type="text"/>				

Type of Announcement (check one)

Public Event	<input type="checkbox"/>	HCC Promotion	<input type="checkbox"/>	Parking/Security Notice	<input type="checkbox"/>
Private Event	<input type="checkbox"/>	Theater performance	<input type="checkbox"/>	Other (specify below)	<input type="checkbox"/>
Student Notice	<input type="checkbox"/>	Athletics match	<input type="checkbox"/>	_____	

Dates (message should run during these dates/times*)

**for events with a specific start/end time, please include the hours the message should run. For example, a show that begins at 8 p.m. may have a message that runs from 8 a.m. to 8:30 p.m.*

I request the following message run on the electronic signboard at the main Homestead Avenue entrance for the dates/times listed above (maximum 160 characters):

Submit form electronically (pdf) to: communications@hcc.edu

Questions? Contact Marketing and Communications at x2183.

Marketing Use Only	
Submitted to:	_____
Date:	_____
Via:	_____
Approved:	_____
<input type="checkbox"/> Programmed	Dates: _____