

commonvision

The Commons, UMBC

tel: 410-455-1884

fax: 410-455-1137

Date Rec'd: _____
Rec'd by: _____
Broadcast Date: _____

LED

The LED display has been made available to the University community to help promote campus life. If you have any questions or would like to schedule an appointment please contact Commonvision at 51884 or commonvision@umbc.edu.

Please read the following procedures and complete the form carefully:

1. A user must submit a request at least 2 weeks before the date of the scheduled event to Commonvision or faxed to 51137.
2. A message will be displayed for 1 week, space permitting.
3. A message should include name of organization and sponsoring group; the name, date, time and location of the event.
4. A user is allowed 5 frames [see below] to display its message.

Some helpful information and examples:

NOTE: 7 point - 14 Characters per Line 16 point - 7 Characters per Line
2 Lines per frame 1 Line per frame

Frame 1 [7 point]

SEB
Presents

Frame 2 [16 point]

Chuck D

Frame 3 [7 point]

Tuesday, Feb. 23rd
UC Ballroom, 7pm

Frame 1

Tuesday
Feb. 20th

Frame 2

The Pre-Law
Society of UMBC

Frame 3

and CD&P
Presents

Frame 4

Law School
Forum

Frame 5

12:30-3:30pm
UC Ballroom

Name: _____
Email: _____ Phone: _____
Dept./Student Org: _____
Address: _____
Name of Event: _____
Event Date: _____ Event Time: _____

Message:

[7 point — 2 lines per frame/14 characters per line*; 16 point — 1 line per frame/7 characters per line]

* Spaces count as a character!

Frame 1

Frame 2

Frame 3

Frame 4

Frame 5



For office use only:

Library name: _____

Message name: _____

Initial: _____