

HFC LED OUTDOOR DISPLAY REQUEST FORM

All requests for LED Outdoor message displays must include a minimum of seven (7) business days' notice. Displayed information must appeal to a wide audience that includes community members who are not enrolled at HFC. Complete the following form and submit to Marketing & Communications. Requests received without the requisite seven (7) business days of notice will not be fulfilled. Visit communications.hfcc.edu for up-to-date guidelines.

Date: _____

Name, Title, Phone and Email: _____

Department/Office: _____

Description of Audiences: In the space below, please describe all primary and secondary audiences, and why this event may have wide appeal to those audiences.

Message Content

Please note the following character limitations: Background image only = 50 characters plus date/time of event; Featured image off to the side = 30 characters plus date/time of event.

Date Requested for Display: _____

Division Vice President Approval (Signature): _____