

ELECTRONIC MESSAGE BOARD SUBMISSION FORM

I the undersigned, have read and understand the rules governing operation of the IPFW electronic message display. I hereby accept responsibility for the accuracy of the message submitted on the form for display.

Signature _____ Printed Name _____

Organization or Department Name _____

Campus Address _____ E-mail Address _____

Contact Person Campus Phone _____

For Student Organizations

Director of Student Life Signature _____

First date to display message _____ Last date to display message _____

Please complete MESSAGE in blocks (below) as you want it displayed. It must not exceed two (2) frames, three (3) lines per frame, eighteen (18) characters per line including spaces. Characters can be one, two, or three lines high, but higher characters require double or triple width to match height increase. One frame is recommended.

FRAME 1

FRAME 2 (Optional - may be limited by available viewing time)

SEND COMPLETED FORM TO INFORMATION DESK, KETTLER HALL

FOR INFORMATION DESK USE ONLY

Date Received _____ Date Entered _____ Date Deleted _____

Received by _____ Entered by _____ Deleted by _____

INDIANA UNIVERSITY-PURDUE UNIVERSITY FORT WAYNE ELECTRONIC MESSAGE BOARD POLICY

In order to promote campus events to the campus community, Indiana University-Purdue University Fort Wayne provides the electronic message board (EMB) for free communication of events to the campus. The EMB will be used to display announcements of university events, including those sponsored by student organizations, athletics, continuing studies, and other campus entities.

Prospective users are encouraged to use a variety of communications media for announcing events rather than relying solely on the EMB. Users are also cautioned that the university offers no guarantee with respect to the appearance of any messages on the EMB. Appearance of messages is subject to constraints of priorities and electronic or mechanical limitations. The number of messages which can appear in any given time period is limited, and precedence will be given to the earliest messages submitted, and to those with a higher priority. Messages may be edited for clarity and conformity to standards. Message content must comply with existing university policies and procedures.

REGULATIONS

1. Messages must be typed or printed plainly and submitted on an EMB form. Messages must be submitted to the Kettler Hall Information Desk two weeks prior to the first day they are to appear.
2. Except for emergency announcements, the EMB may only be used to publicize university events.
3. Each message may appear for up to seven days. Only one message per event may be displayed.
4. Events open only to members of an organization will not be considered.
5. The EMB is not available to commercial advertisers and may not be used to promote any commercial aspects.
6. Messages announcing United Way and Arts United events are permitted.
7. Announcements from organizations not affiliated with IPFW, unless sponsored by an IPFW organization, will not be considered.
8. Announcements must not state or imply university endorsement or approval of any goods or services.
9. Questions or comments should be directed to the Kettler Hall Information Desk.

PRIORITIES

1. Emergency announcements such as snow emergencies or recesses.
2. Events of university-wide interest such as registration dates, SOAR, etc.
3. Events sponsored by IPFW organizations, including student organizations.
4. Regular meetings of clubs and organizations that are open to the entire campus.