



# In-House Broadcast System Request

Student Life

[StudentLife@DaytonaState.edu](mailto:StudentLife@DaytonaState.edu)

Daytona Campus, L. Gale Lemerand Student Center, Room 218

## Instructions

This form must be submitted to the Student Life Office at **least two weeks prior** to the date you would like your message to air. Message must be submitted in **landscape format**. If you would like a specific image to appear with your message, please include the image with this request form.

Messages will be updated once a week, except for emergency messages.

## Request Information

Date	
Requestor	
Extension	
Email	
Message Title	
Message Description Who? What? When? Where? Include a brief description of event or activity (20 words or less)	
Broadcast Begin Date	
Broadcast End Date	
Contact Information	