

Texas Southern University

Office of Enrollment Services

E. O. Bell Building

(713) 313-6840 office (713) 313-6764 fax

Marquee Request Form

Department/School _____

Date(s) of request/event _____

(Request must be turned in no less than one week prior to event)

Reason for request _____

Contact Person/Extension _____

Marquee Statement(s) _____

(There are 3 marquee signs which hold up to 15 characters per line; there are 5 lines on each side of the marquee)

Approved/Disapproved by: _____

Date: _____

*Please note that Enrollment Services is not responsible for placing and removing the information on the marquee. We only supply the letters to complete the process. This request form must be faxed or emailed to Kevin Smith, at smith_kd@tsu.edu or the indicated fax number above. Thanks for your continued support and cooperation.