



ROLLING SIGNBOARD REQUEST



SUBMIT REQUEST **TWO WEEKS BEFORE** YOUR EVENT STARTS
to studentlife@cuesta.edu

Today's date _____

Contact person/requestor _____ Email _____

Club/Department _____ Phone/extension _____

- ⊙ If this is a student/club activity, approved Student Activity Request has been submitted.
- ⊙ This request will not be processed without an approved Student Activity Request.



ROLLING SIGNBOARD INFO

Date(s) of event _____ Date(s) signboards are needed _____

2-WEEK MAXIMUM

Event description _____

Choose **TWO** signboards only: Cafeteria Humanities Forum Library Science Forum

Signboard message – Write message exactly as it will read on the signboard.*

* The requestor is responsible for making, posting, and removing signboard posters. Materials are in the Publicity Workroom. Ask Student Life and Leadership staff for assistance/process.

FOR STUDENT LIFE & LEADERSHIP OFFICE USE ONLY



ROLLING SIGNBOARD

Request processed _____ by _____
Date Staff Initials

Rolling signboard request approved YES NO PARTIAL

Reason for denial _____

DATES	SIDE A	SIDE B
	Cafeteria A	Cafeteria B
	Humanities Forum A	Humanities Forum B
	Library A	Library B
	Science Forum A	Science Forum B

Group/person notified Email Phone call Intercampus mail
_____ by _____
Date Staff Initials