Digital Marquee Guidelines/Procedures for Use Long Campus at UT Health San Antonio

Purpose

The digital marquee is the “welcome sign” to the UT Health San Antonio. This electronic marquee supports the missions of the University by welcoming official guests and conveying other important announcements beneficial to the UT Health San Antonio faculty, staff or students.

The electronic marquee also serves the needs of the University community by displaying weather and security alerts and other such important announcements. Messages not allowed include those personal, partisan, exclusionary or offensive in nature.

Procedure

All electronic marquee requests are submitted automatically through the online request form to the President’s Office:

1) A marquee request form is prepared which contains the message to be displayed. The message may have no more than 11 characters per line with a maximum of 3 lines.

2) The form is submitted through the online request form located at Marquee Request Form, preferably at least 10 working days prior to the event’s or announcement’s beginning date.

3) A representative from the President’s Office will send an email notification once the request has been scheduled. If the request is denied, an email reply will be sent with an explanation.

4) Any exceptions to these procedures are reviewed by the VP and Chief of Staff, President’s Office.

For questions, please contact Cindi Adcock at 567-2003 or 567-2000 in the President’s Office.

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