

UT Health San Antonio Marquee Request Form

Please submit this form **at least 10 days prior** to the event **or activity**.
Events or announcements displayed on the marquee may only be official UT Health
events/activities. See [guidelines](#) for further information.

**No more than a maximum of three lines per message, and a maximum of 11 characters, one
to three words, per line.**

Marquee Content:

[If applicable, include date/room/building: be specific, but brief]

First Day of Message Requested: _____

Last Day of Message Requested: _____

Beginning Time: _____ am pm End Time: _____ am pm

Description of event or activity:

Department: _____

Requestor: _____

Requestor Phone #: _____

Requestor Email: _____

Questions? Call Community Engagement & Special Projects Coordinator, Office of the
President @ 210 567-2003 or Email: <mailto:hscmarquee@uthscsa.edu>

**Note: Please note purpose of marquee on “Guidelines and Procedures for Use” form. The
Chief of Staff, Office of the President, has been authorized to ensure that all messages meet
guidelines established and thus has the ability to edit or decline any request.**