



Saint Xavier

UNIVERSITY

[www.sxu.edu](http://www.sxu.edu)

MARQUEE POLICIES  
AND PROCEDURES

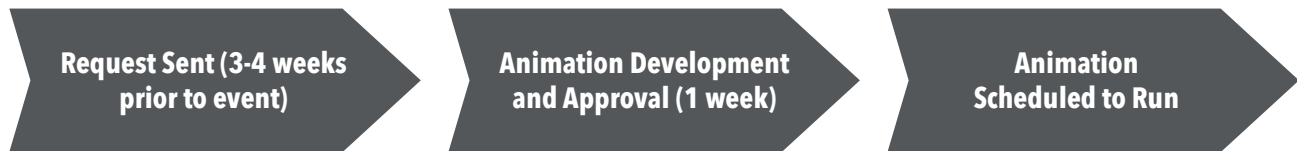
# MARQUEE POLICY

The Saint Xavier University marquee that is at the main entrance of the University off of 103rd Street is designed to deliver messages that primarily help recruit students, increase retention of students and raise money for the University. If you believe your announcement or event meets one or several of these categories, please fill out the Marquee Request Form to have your announcement considered for posting on the marquee. If space on the marquee rotation allows, we will add slides that promote campus events open to the community.

## TIMELINE

Please submit your request **three to four weeks** prior to the desired posting date or event date. This time allows for one week for University Relations to create the marquee animation and adequate time for your announcement to run. Once we have produced the animation, it will be sent back to the requestor for approval. It is the requestor's responsibility to approve the animation in a timely manner to allow at least two weeks for it to run on the marquee.

Edits to the animation will push the timeline back by one week.



## POLICIES

**The marquee slides should be approved and running no later than two weeks prior to the event to allow sufficient promotion of the event.** Requests without adequate and advance notification will be declined.

Animation information is limited to four lines of text per slide. Text must drive viewers to the website. Information, such as name of the event, date and time (if applicable), registration/contact information, cost, locations, etc., must be updated on the event web page on the Saint Xavier University website.

If a marquee slide request comes in past timeline requirements or too close to an event, the request may be declined.

*Disclaimer: University Relations reserves the right to maintain marquee policies and procedures as it pertains to timeliness, content and design. University Relations also reserves the right to make changes to its marquee policies and procedures as questions and concerns are brought to our attention.*