

Prairie View A&M University
Department of Activities and Leadership
SCROLLING MARQUEE AGREEMENT

Purpose of the Scrolling Marquee

The purpose of the scrolling marquee is to share messages of interest and announce special programs and activities to students, university personnel and visitors.

Management of the Scrolling Marquee

The scrolling marquee is managed through the Department of Student Activities and Leadership.

Use of Funds Generated by the Cost

The charge for the use of the scrolling marquee is used to defray the cost for operating and maintenance of the scrolling marquee.

Guidelines for posting Messages and Announcements (MaA):

1. MaA must be typed and clearly stated.
2. MaA must not be longer than 40 letters, to include counting spaces between the letters.
3. MaA must be consistent with the administrative operations, intellectual, cultural, social, civic and moral responsibilities of a university of the first class. No exceptions.
4. All MaA must be of interest to students, university personnel, visitors and/or the general public.
5. Request for posting a MaA must be received at least five (5) working days in advance of the requested posting date.
6. MaA must be approved prior to posting.
7. After approval the MaA must be paid for within two (2) working days or it will not be posted.
8. Payment for posting must be paid for at the university's bursar office (W.R. Banks).
9. MaA will be removed as stated in the agreement.
10. Keep the MaA short as this makes the information easy to read.
11. Application forms are available online at www.pvamu.edu/studentactivities "forms".

Use of the scrolling marquee:

Presidents Office– MaA from the President of the University will take precedence.

Athletic sporting events – This includes games played by the various university teams.

Student Government Association and Campus Activity Board – MaA that provide date and time of Student Government meetings and approved campus activities that are targeted for participation by the entire student population.

Vice Presidents – MaA from areas under the administration of the Vice Presidents that are of interest to the entire university, must not be limited to a MaA or an activity that is only of interest to a specific department, college of unit. (Example – a department's staff meeting).

Student Organizations – Student organizations that sponsor campuswide activities may use the scrolling marquee if it is not in use during the time of the request. The MaA will be limited to activities such as blood drives, spirit rally, homecoming, campus kings and queens ball, Spring

fest, (organizational parties and social gatherings that are exclusive to a specific organization, association, committee, or group will not be listed on the scrolling marquee. (Example: the Mu pajama party, the Mu annual meeting, the Mu book club meeting).

Academic Departments – Hosting events that are relevant to the campus population. This includes, but is not limited to career fairs, lecture series, etc.

Outside Interest – *No outside interest may use the scrolling marquee nor will any outside entity be allowed to go through any university personnel to do the same unless there is approval from the President or his designee.*

Personal Interest – *No individual will be allowed to post messages to the scrolling marquee. (Example – Jane Doe – birthday wish, anniversaries, congratulations, etc.).*

Emergency Use

Emergency messages will take precedence over all other messages.

In case of an emergency, the President may direct the responsible party to erase all existing messages so that the emergency message can be immediately noted on the marquee.

1. Emergency messages will remain on the for the determined period.
2. If messages are erased because an emergency message must take precedent over an existing posted message, the following two options may be utilized:
3. The person or organization that posted the message will be given an opportunity to post a message at a later date.
4. The cost of the message will be calculated based on the number of days that the scrolling marquee was scheduled for use, minus the days that it was not used, and a refund provided.

Procedures

Please ensure that the event is in compliance with the [procedures](#) needed to host an event. This secures the location and coordinates the resources needed.

The accepted methods of payment include: Purchase Orders (IDO), Check, Cash, Money Orders, Cashiers Check, and Credit Card.

1. Payments should be made out to the **“Scrolling Marquee Account” 332130**
2. Consult with the scheduler (936) 261-1340, if there are any scheduling conflicts.
3. Download and complete the form as needed: www.pvamu.edu/studentactivities “forms”.

Completed documentation may be taken to MSC Rm. 221 or faxed in to (936)857-2739. Documentation must include a copy of the IDO or the original receipt (please keep a copy for your records).

The MaA will be posted on the date agreed upon, unless in the case of an emergency, and automatically deleted at the end of the scheduled time of the posting.

The contents of this agreement are subject to change without notice.