

# Video Board Announcement Request Form



Please submit your request to [aflscomm@uark.edu](mailto:aflscomm@uark.edu) no later than **5 p.m. on Wednesdays**. We will do our best to accommodate all approved requests received prior to the weekly deadline.

## Contact Information

Name: \_\_\_\_\_

Department/Organization: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

## Submission Criteria

Announcement and information must relate specifically to Bumpers College and our students.  
Thank you.

## Announcement Information

Announcement Title: \_\_\_\_\_

Event Date and Time: \_\_\_\_\_

Location: \_\_\_\_\_

Suggestions for Visuals: \_\_\_\_\_

Please attach any images you wish to be included in the announcement to the email.

## Message Delivery

Start message on: \_\_\_\_\_

End message on: \_\_\_\_\_

Display message in:  AFLS    AGRI    PTSC    All  
 HESC    FDSC    POSC

## Dimensions

21" w x 11.3" t (landscape)  
RGB 72 dpi/ppi  
28pt font minimum

## Specific Requests/Details

Contact [aflscomm@uark.edu](mailto:aflscomm@uark.edu) with special requests.