# Moorpark College Guidelines for Marquee and Message Boards

Moorpark College has two electronic systems to display public announcements.  The **Marquee** is located at the corner of Collins Avenue and Campus Park Drive and the **Message Boards** are located throughout campus.

**Primary Functions** *(in the following order of priority):*

1. Broadcast emergency information.  An emergency is a condition that may pose a threat to college or community members, including natural disasters or criminal acts, as defined by college/district administration or local, state, or federal authorities.
2. Announcement of college programs and services including registration information.
3. Promotion of college-sponsored special events.
4. Message boards only:  promotion of individual classes.

**Style Guidelines Colors & Text**

1. Broadcast emergency information: BLACK with RED text
2. College and special events announcements: Moorpark BLUE with WHITE
3. College ID slides: BLACK with **Moorpark BLUE**
4. Registration or academic information: **BLACK** with **YELLOW** and **BLUE**
5. Text for marquee limited to three lines, and a total of 10 words per slide
6. Text for message boards limited to four lines, and a total of 15 words per slide
7. Text and graphics are subject to editing

**Request for Service**

1. Submit request one week before start date via online request form
2. Slides may begin a maximum of two weeks from the event date
3. Include date, time, location, and contact information in your submission
4. Submissions are subject to approval; unapproved requests will be returned with an accompanying explanation for refusal

**Examples of Appropriate Uses**
- Emergency campus closure and class cancellation
- Student Registration, Graduations, Performances, Athletic events
- Special events, such as speaker series
- College Foundation events, such as the scholarship reception

**Examples of Inappropriate Uses**
- Individual birthday or anniversary announcements
- Political announcements

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