

REGISTRAR LOBBY MONITOR

SUBMISSION FORM *for* CAMPUS RELATED MESSAGES

UNIVERSITY REGISTRAR

UNIVERSITY *of* CALIFORNIA, IRVINE

Requestor's name		Department name	
Email	Campus phone	ZOT code	Date

Submittal Options

Option A: Submit a message to be placed on a generic University blue or gold background.
For this option, enter your message below.

Message (3 lines recommended / 5 lines maximum):

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Option B: Submit your own artwork. Artwork must follow the specifications listed below.
For this option, send your artwork file to jennifer.prescott@uci.edu.

Provide artwork with the following specifications:

- **Dimensions:** 1277 pixels X 600 pixels (width X height)
- **Resolution:** 150 pixels/inch
- **File Format:** Save file as .PSD or .GIF

If you have any questions regarding artwork, please contact Jennifer at jennifer.prescott@uci.edu.

Display Duration:

Start date: _____

End date: _____

Special Instructions:

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Approved Denied

By: _____

Multiple screens: Yes No

Number of screens: _____

Posted: _____

Removed: _____