

# STOCKTON UNIVERSITY



## PROCEDURE

### Vera King Farris Drive Electric Signs Operating Procedure

Procedure Administrator: Vice President, Student Affairs

Authority:

Effective Date: September 21, 2009

Index Cross-References:

Procedure File Number: 3125

Approved By: Dr. Herman J. Saatkamp, Jr., President

#### I. PURPOSE:

To provide instructions for the management and use of electronic signs located of Vera King Farris Drive.

#### II. PROCEDURE:

- A. The signs are managed by the Office of Event Services with assistance and support from the Office of Telecommunications and Network Services.
- B. Requests for postings should be made to the Office of Event Services and will be posted according to the following priorities:
  - 1. Health, safety and emergency needs.
  - 2. Directional and logistical instructions.
  - 3. Institutional notices and deadlines (i.e., graduation application deadline, campus housing deadlines).
  - 4. Promotions for institutional events.
  - 5. Special messages (i.e., "Welcome New Students", congratulatory messages to graduates and athletic teams).

#### Approval History:

	Date
President	9/21/09