

Guidelines for Posting Your Event/Announcement on the Johnson Center Electronic Signboard

Have a special event or program you would like everyone around campus to know about?

The Signboard is the place you want your information to be. Be aware that there are certain guidelines to be mindful of if you want your information to be advertised.

Guidelines:

- All events should be open to the entire Mason community.
- If your organization is group-specific, you must state in your message that the event is open to everyone.
- Fundraisers must be charity-oriented; they can not be for-profit.
- Each organization/individual is limited to no more than two messages at a time on the signboard.
- Only one message is permitted per event.
- Messages will be displayed for a maximum of two weeks.
- Messages will be displayed no earlier than two weeks prior to the event.
- Events must take place on campus or they must be sponsored by a university department or organization
- Job postings are not permitted
- Messages must be no more than 68 characters, including letters, punctuation, symbols & spaces, messages over 68 characters will not be posted.

The signboard is updated Monday – Friday.

Turn in signboard request form to the Johnson Center Information Desk.