

District Marquee Posting Guidelines and Procedures

All staff members, non-employees, and community members must follow the procedures below in order to post to the district marquee:

- Submission Guidelines
 - Type information in the body of an email.
 - Postings are limited to a maximum of 64 characters, including spaces and punctuation marks.
 - Include both the starting and ending dates and the starting and ending times for the information to run on the marquee.
 - Submit information at least **five** days in advance.
 - Staff Members
 - All staff members must email information to their respective principal.
 - Each principal will approve and submit the information via email to the Technology Coordinator.
 - Non-employees and Community Members
 - All non-employees and community members must email information to the Superintendent.
 - The Superintendent will approve and submit the information via email to the Technology Coordinator
- Lisa Clark will be responsible for updating the information on the district marquee based on the number of submissions received.
- Only information from the superintendent, principals, and administrators will be accepted and posted.

Approved by Superintendent 7.23.09

Reviewed by BOE 7.23.09