Campus Events Announcement Form

EduCABLE Channel 28

Send to: EduCABLE, 0116 Dunbar
Fax: 387-5306

For EduCABLE Use Only

Restart/Stop
Start: ____/____/____/____

Stop: ____/____/____/____

Background: _______________

WMU departments and organizations should use this form to submit announcements to EduCABLE. As each screen display is limited, we ask that you restrict your messages to the spaces in the grid shown below. Messages may be edited.

For students: Your group needs to be a Registered Student Organization (RSO) with the Student Activities and Leadership Programs office in order to have an announcement aired. Is your group a registered student organization? Yes ____ No ____

Please provide complete information about your event or service (who, what, where, and when), indicate whether it is available to the general public or restricted to a specific group, and if there is an admission charge. All announcements must be reviewed by an appropriate departmental or organizational representative. **Allow 48 hours upon our receipt for processing.**

__.__

__.__

__.__

__.__

__.__

__.__

__.__

__.__

__.__

Department/Organization: ____

Requestor' Name: ________________________________ Telephone: _______________________

Requestor's Signature: _______________________________ Today's Date: ___________________

Start Date: ____________________________ End Date: ________________________________

To download this form off the Web, go to:

http://www.wmich.edu/oit/forms/educable-request.pdf