

**ELECTRONIC MESSAGE REQUEST FORM
LBJ STUDENT CENTER**

1. Name of the event you wish to advertise:

2. Start and end times of the event:

3. Date and location of the event:

4. The name of the sponsoring campus department or student organization who is sponsoring the event:

5. Contact person who can provide additional information on the event:

Name: _____

Address: _____

E-mail Address: _____

Phone Number: _____

Days and times you can be reached:

Your message was denied for the following reasons:

- No space available
- Does not meet scheduling criteria

Reason: _____

