



Digital Marquee Guidelines

The marquee is an electronic communications vehicle that services students, faculty, staff and the greater community. Santa Ana College Public Affairs creates, maintains and manages all content displayed on the marquee. If you would like a message to be posted to the marquee, the following criteria must be met:

- The message *must* be a Santa Ana College sponsored event and/or an event for Santa Ana College students and/or employees. Due to the tremendous number of requests for a marquee message, events that do not meet this requirement will not be accommodated.
- Content for the message must be submitted at least one week in advance of the event to allow for adequate notification of the appropriate audience(s).
- Content is subject to editing at the sole discretion of Public Affairs at Santa Ana College.
- All messages must be in accordance with Board Policy and cannot reference political or religious activity.
- Messages are limited to three slides, with a 57 character limit per slide.

All messages will be displayed for a minimum of one week prior to the date of the event. Requests for messages to be viewed for extended lengths of time must be approved by a Public Affairs manager.