

## **Request for Marquee, Slideshow, and Database**

All requests must be in the box of **Steve Ngo** or emailed by **Noon** on **the Friday before the request week**. There will be no exceptions for this. If it is not turned in by this time, it will not be posted. The marquee and slideshow will be updated every Friday.

### **Event information**

Name:

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Location:

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Date and Time:

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Contact Info:

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Any Additional Information:

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Slideshow information:

**Please send all slide show files in power point format with no more than three slides!**

Please Check the Appropriate Box:

- There is a disk/CD attached
- Slideshow will be emailed to [ngo980@regis.edu](mailto:ngo980@regis.edu)

Please note that any information can also be sent to Steve Ngo via email at [ngo980@regis.edu](mailto:ngo980@regis.edu)

Thank you for providing this information and feel free to add any other comments about what you would like to be included.