

**Pitt Community College  
LCD DISPLAY BOARD PERMIT**

Sponsoring Group: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
Local Address: \_\_\_\_\_  
Event Name: \_\_\_\_\_  
Description: \_\_\_\_\_  
Event Date: \_\_\_\_\_

**INSTRUCTIONS AND POLICIES – PLEASE READ!!!**

1. Create a Microsoft PowerPoint (PC Compatible) presentation for the LCD Display. (No more than 5 slides).
2. After completing top portion, ***Print, Sign, and Date***.
3. Return this completed form via Fax (321-4201) or Interoffice mail, Attention: Helen Kelley, Administrative Assistant to the Director of Enrollment Management. - Goess Student Center.
4. Forward the presentation via email to: [hkelley@email.pittcc.edu](mailto:hkelley@email.pittcc.edu) or, [helen\\_kelley@webmail.pittcc.edu](mailto:helen_kelley@webmail.pittcc.edu)

Please allow a minimum of three (3) business days after receipt of PowerPoint for your presentation to be included on the LCD Display Board.

- A PowerPoint slide presentation may run for a **MAXIMUM of two weeks before Event date.**
- All submitted slides are subject to editing for content and timing.\*
- We reserve the right to adjust the content and timing for all presentations.
- The sponsoring group must be identifiable on ALL slides submitted for presentation.
- Messages will not be added, deleted, or edited on Saturdays, Sundays, or College Holidays, or after 5:00 PM.

I understand that acceptance of this agreement by Pitt Community College does not imply the College's endorsement of the product, idea, or program in question.

\_\_\_\_\_  
SIGNATURE: (Applicant)      DATE:

**For Campus Center Office Use Only**

APPROVED       DISAPPROVED

INITIALS: \_\_\_\_\_      DATE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*For questions, see the Office of Vice President, Student Development Services.*