



DAYTONA STATE COLLEGE

Co-Curricular Activities In-house Broadcast System Request

Date:	
Name of Requestor:	
Extension:	
Email Address:	
Message Title:	
Message Description:	
Dates to be broadcast	
Begin Date:	
End Date:	
Contact Information:	

**Please send this broadcast request to Steven Pruitt:
pruitts@daytonastate.edu or news4u@daytonastate.edu**

Messages must be submitted at least two weeks prior to broadcast date.

Messages will be updated once per week, with the exception of emergency messages.

If you want a specific still image with your message, you must provide digital still images in the following format:

- Bitmap, 24-bit
- No larger than 7.5 x 5.5 " at 72 dpi