



Office of Student Life

366 Millennium Student Center
One University Boulevard
Saint Louis, Missouri 63121
Phone: 314-516-5291
www.umsl.edu/studentlife

LED Request Form

Please fill out the following form and return it to the Office of Student Life, 366 MSC.
This form must be filled out for each advertised program/event that is posted.

Form must be submitted no later than **2 weeks** before the event.
Your message will be displayed 1 week before the event.

Posting Information

Today's Date _____

Name of Student Organization _____

Program/Event Name _____

Date of Advertised Event _____

Time of Event _____

Location of Event _____

What do you want the message to read? (Space is limited to **50 characters**)

Person Submitting Request

Name _____

Campus Address _____

E-Mail Address _____

Phone Number _____