EduCABLE Announcement Form
(Send to: EduCABLE, 0116 Dunbar)

Please make photocopies of this form as you need them.

WMU departments and organizations should use this form to submit announcements to EduCABLE (WMU’s cable system). As each screen display is limited, we ask that you restrict your message to the spaces in the grid shown below (a character can be a letter, digit, punctuation mark, or space). Please print your message exactly as you would have it appear on the screen. (Messages may be edited.)

Note: Student Organizations must have their forms approved by the Student Life Office in Faunce Student Services Building.

Provide complete information about your event or service (who, what, where and when), indicate whether it is available to the general public or restricted to a specific group, and if there is an admission charge. (see Example on back.) All announcements must be reviewed by an appropriate departmental or organizational representative. Allow 48 hours upon our receipt for processing.

Channel 7 is a bulletin board for announcing student events and is designated as the WMU Student Channel.

Channel 28 is a bulletin board service for communicating campus events.

Department/Organization: ________________________________________________________________
Requestor: ____________________________________________________________________________
Telephone: ___________________________ Requested Start Date: ______________________________
Today’s Date: _________________________ Requested Last Date: ______________________________
Student Life Authorization: ___________________________________ Date: _______________________

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