DIGITAL TRAILER REQUEST FORM

The digital trailer is capable of **six** separate individually programmed screens. Each screen can have a combination of characters and basic artwork such as arrows. Please note the "space" between two words is considered one character. Complete the following form and return to UPD. Your request will be processed in the order received. Requests should be made **no later** than 72 hours prior to the event. Listed below are options for each screen.

Large text: One line of four characters
- 1234

Medium text: Two lines of eight characters
- 12345678
- 12345678

Med/Small text: Top line of eight characters and bottom line of twelve characters
- 12345678
- 123456789012

Small/Med text: Top line of twelve characters and bottom line of eight characters
- 123456789012
- 12345678

Small text: Three lines of twelve characters
- 123456789012
- 123456789012
- 123456789012

Example:

Screen 1 - **Large (4 characters)**   **EXAM**

Screen 2 - **Medium (8 characters)**   **EXAMPLES**
              (8 characters)   **EXAMPLES**

Screen 3 - **Small/Med (12 characters)**   **EXAMPLES EXA** (space counts as one character)
              (8 characters)   **EXAMPLES**

* You can request up to six screens *

Requestor's Name & Department: _____

Requestor's Contact #: _____

Requestor's Email: _____

Today's Date: _____

Event Name: _____

Event Start and End Time: _____

Date(s) needed: _____

Location of trailer: _____

Message(s):

Choose option for each applicable screen. **Do not** exceed maximum amount of characters. Double check your spelling/grammar.

SCREEN 1: _____   **SCREEN 2**: _____

_____ _____   _____ _____

_____   _____

SCREEN 3: _____   **SCREEN 4**: _____

_____ _____   _____ _____

_____   _____

SCREEN 5: _____   **SCREEN 6**: _____

_____ _____   _____ _____

_____   _____

To conserve battery life, the trailer cannot be activated for more than 6 consecutive hours. Return form to UPD secretary or email to provenzd@newpaltz.edu