


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	ELECTRONIC SIGN	Procedure Number:	2-4-107.1
Institutional Authority:	Vice President of Education and Training		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	2-4-107		

Approved: 
President


Vice President of Education and Training

Date Adopted: 07/01/2004
Date Revised: 02/22/2010

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

The following procedures outline use of the Aiken Technical College electronic sign:

1. Persons wishing to have an item included on the electronic sign should fill out a request for information form and return it to the Marketing and Public Relations Office. Forms are available from the Marketing and Public Relations Office.
2. The form should include the event to be promoted, the length of time the event should be promoted, and a contact person for the event.
3. Only College-related events (i.e., those happening on the ATC campus or College-sponsored events happening off the ATC campus) will be considered for placement on the sign.
4. Information will be edited to fit the space available on the sign.
5. Information should be submitted at least one week prior to the time it is to be placed on the sign.
6. If a request for information to be placed on the sign is not approved by the Marketing and Public Relations Office, the request may be appealed to the appropriate Vice President.