

STUDENT CENTER DIGITAL SIGNAGE POLICY/REQUEST

Temple University student organizations, departments, and offices, are eligible to promote activities, events, and other university-related messages on the electronic displays located in the Student Center. All messages will be transmitted via Microsoft PowerPoint slides. The series of slides will be administered and updated by an Operations Manager of Student Center Operations. The screens will display messages during the Student Center hours of operation. The sequence will be displayed for 10 seconds in a continuous loop during our hours of operation.

1. The following guidelines must be adhered to:
 - Name of sponsoring organization must be clearly stated on each slide.
 - Slides making references to the consumption of alcohol or those that are sexually explicit will not be approved. Advertising of tobacco products is prohibited.
 - Approval for display will not be granted for those slides that promote anything in violation of Temple University policies and procedures.
 - Slides will not be displayed using the words SAC or Student Activity Center.
 - Slides should be **landscape** in orientation and sent as a **JPEG or PDF**.
 - Ideally, slides should be set up as a wide format PowerPoint (16:9) and saved out to be sent as a JPEG or PDF
2. Groups may submit up to 2 slides, 1 per event for 2 events, in any given 2 week period. As many as two (2) slides may be presented at one time by a single group.
3. Slides should be emailed to hgscinfo@temple.edu for review. All requests must be received by Friday at 5:00pm for approval and insertion into the following week's slide sequence. **Signage is updated on Mondays.**
4. If event date is not indicated on the slide(s), the message will be displayed for two (2) weeks.

ALL ADVERTISING MUST COMPLY WITH THIS POLICY.

BY COMPLETING THE INFORMATION BELOW YOU ARE ACCEPTING ALL THE TERMS ABOVE.

Name: _____ **Organization:** _____

Phone # _____ **Email Address:** _____

Display Dates Requested: _____ **to** _____

Please save this PDF and e-mail it with PDF/JPEG of slides to hgscinfo@temple.edu