

**Student Affairs**  
Student Center Operations

# STUDENT CENTER

## EXTERNAL DIGITAL SIGNAGE POLICY/REQUEST

*Businesses and other profit & non-profit entities may use the electronic displays located in the Student Center for marketing and promotion of programs and/or services. 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. For additional information please contact 215-204-7131 or [hgscinfo@temple.edu](mailto:hgscinfo@temple.edu).*

1. The following guidelines must be adhered to:
  - Name of sponsoring group 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. Up to 2 slides may be submitted in a given 4 week period. Both slides will run for 2 weeks - either consecutively or concurrently. Please inform preference of schedule in e-mail submission.
3. Slides should be emailed to [hgscinfo@temple.edu](mailto: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.

If event date is not indicated on the slide(s), the message will be displayed for two (2) weeks.

**The cost for 2 slides for 2 weeks of display is \$75.00. Each additional 4 week period constitutes another set and is subject to a new approval and fee. Checks may be made payable to Temple University. Payment is required prior to posting. Payment can be submitted to the Office of Student Center Operations, located in Suite 219M.**

*I HAVE READ THE ABOVE GUIDELINES AND AGREE TO FOLLOW THEM. I UNDERSTAND THAT FAILURE TO ABIDE BY THE ABOVE REGULATIONS MAY RESULT IN REVOCATION OF FUTURE POSTING PRIVILEGES.*

**Name:** \_\_\_\_\_ **Organization/Company:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Payment Amount:** \_\_\_\_\_ **Payment Method:** \_\_\_\_\_

**Display Dates Requested:** \_\_\_\_\_ to \_\_\_\_\_