

UW-Whitewater  
Career & Leadership Development  
Digital Signage and Movie Preview Policy  
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This policy establishes the guidelines for use of the digital signage in the reception area of Career & Leadership Development and the preview slides shown prior to SEAL movie showings. Career & Leadership Development implements this policy.

Career & Leadership Development will be accepting submissions for digital signage and movie previews. Career & Leadership Development reserves the right to refuse the inclusion of any digital signage or movie preview request.

Space is limited each week and recognized student organizations will have first priority. Recognized student organizations will have two opportunities each semester to promote their organization. Organization sponsored events can be promoted as outlined in the policy.

Guidelines:

1. Only recognized student organizations and campus departments are eligible to submit files for the digital signage and/or movie previews to promote their organization or event.
2. Priority will be given to Warhawk Involvement Center resident organizations, but all recognized student organizations are welcome to submit slides.
3. No fee will be charged to use the digital signage, which will run Monday – Sunday. Slides may only run up to two weeks.
4. A fee of \$25 will be assessed for movie previews. The preview will run before all four showings of the movie scheduled that weekend. The fee is due to Career & Leadership Development by the Friday of the week the slide is shown.
5. Student organizations and departments are responsible for the creation of their own slides. All slides are due to Career & Leadership Development by the Monday before the slide will run. For example, if the slide is to run the week of Feb. 16<sup>th</sup> it is due on Feb 9<sup>th</sup>.
6. File names should indicate the name of the group and the week the slide is to be shown. Example: SEAL02/16.jpeg
7. All files are to be created in Microsoft Powerpoint. Slides must be 16x9". To set up your slide with those dimensions: File → Page set-up → Format "on screen show 16x9". To Save: File → save slide as a picture → jpeg
8. Correctly formatted slides (as a JPEG) should be sent to [CLDSigns@uww.edu](mailto:CLDSigns@uww.edu) as an attachment. The email should indicate whether it is for digital signage, movie preview, or both and which week(s) the slide should run (max of 2 weeks).