

UW-WHITEWATER
CAREER & LEADERSHIP DEVELOPMENT DIGITAL SIGNAGE POLICY
MODIFIED: 7.22.16

This policy establishes the guidelines for use of digital signage monitors displayed in the reception area of Career & Leadership Development. 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.

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 to promote their organization or event.
2. No fee will be charged to use the digital signage, which will run M-S. The slide may only run for 2 weeks max.
3. Student organizations and departments are responsible for the creation of their own slides. All slides are due to the Career & Leadership Development by 4PM of the Monday before the slide will run. For example, if the slide is to run the week of Feb. 16th, it is due by Feb. 9th.
4. File names should indicate the name of the group and the week the slide is to be shown. Example: CLD02/16.jpg. Please do not put spaces in the title of the slide.
5. Files can be created in Microsoft Powerpoint. Slides must be 16:9 ratio. To set up your slide with those dimensions: File – Page Setup – Format “on screen show 16:9.” To save: File – Save slide as a picture - .jpg. If slides are created in Adobe software, the file size should be 1920x1080px and saved at 72dpi. If a slide is saved as CMYK and not RGB, the slide will not display on the monitors.
6. Correctly formatted slides (.jpg) should be sent to bricenob@uww.edu. Please attach the file to the email. The email should indicate that the graphic is intended for use as digital signage and which weeks the slide should run (max of 2 weeks).

UW-WHITewater
UNIVERSITY CENTER MOVIE PREVIEW & DIGITAL SIGNAGE POLICY
MODIFIED: 7.8.16

This policy establishes the requirements for use of digital signage system managed by the University Center and located within the University Center, Esker and Drumlin. Requirements for movie preview slides shown prior to UC movie showings are listed as well.

The University Center will be accepting submissions for digital signage and movie previews. The University Center reserves the right to refuse the inclusion of any movie preview or digital signage request.

Space is limited and as such each department may submit up to one slide per week and slides may be displayed for a maximum of two weeks. Weeks are defined as Monday-Sunday.

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. 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 the University Center by the Monday of the week the slide is shown. Failure to turn in the check of \$25 to Jenny Fisco in UC 244B will result in your slide not being shown.
3. No fee will be charged to use the digital signage, which will run M-S. The slide may only run for 2 weeks max.
4. Student organizations and departments are responsible for the creation of their own slides. All slides are due to the University Center by the Monday before the slide will run. For example, if the slide is to run the week of Feb. 16th, it is due by Feb. 9th.
5. File names should indicate the name of the group and the week the slide is to be shown. Example: UC02/16.jpg. Please do not put spaces in the title of the slide.
6. Files can be created in Microsoft Powerpoint. Slides must be 16:9 ratio. To set up your slide with those dimensions: File – Page Setup – Format “on screen show 16:9.” To save: File – Save slide as a picture - .jpg. If slides are created in Adobe software, the file size should be 1920x1080px and saved at 72dpi. If a slide is saved as CMYK and not RGB, the slide will not display on the monitors.
7. Correctly formatted slides (.jpg) should be sent to fiscoj@uww.edu. Please attach the file to the email. The email should indicate whether it is for digital signage, movie preview, or both and which weeks the slide should run (max of 2 weeks).