Digital Signage Guidelines

I. Purpose
In order to have an effective and easily accessible digital signage for the CI community

II. Background
The digital signage is a fast and easy way to communicate with the university about relevant events and initiatives.

III. Accountability

- ASI Board of Directors
- Student Union Student Employees
- Budget Allocation Spending Committee
- ASI Entity Organization Members
- ASI Professional Staff
- Budget Support Staff
- ASI Student Employees
- ASI Entity Leaders
- ASI Entity Advisors

IV. Applicability

- Board Members
- Students
- University Clubs/Orgs
- ASI Professional Staff
- Staff
- Student Employees
- University Administrators

Procedure
1. Initiatives or events open to the entire student body, sponsored by a student organization or University area and which promote student co-curricular engagement are eligible to utilize this service.

2. Information must be submitted by Thursday at 5pm for inclusion on the following week’s digital signage and must include: sponsors, contact information, event title, location, time, price (if applicable) and date. All submissions must be made to the ASI Administrative Assistant.

3. Requestors must follow the Digital Signage template. A JPEG will also be accepted for the slides. Requests will not be completed, if slides are not in accordance with these guidelines.

4. Each requestor may have a maximum of 3 slides at a time.

5. Each request will be valid for one week. If the request is for more than a week, please contact the ASI Administrative Assistant to request an exception.

6. Each slide will be visible for ten seconds; as such it is highly recommended that text be limited to 30 words.
Procedures Approved By:

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ASI Executive Director           (Signature)                       (Date)
(Print Name)                    