**Ceddia Union Building (CUB)**

**Industry Weapon Digital Signage**

**Policies, Guidelines & Procedures**

**GUIDELINES & POLICIES**

* Digital Signage is for Event Promotion Only
  + University Announcements will be posted automatically
* Submit slides at least two-(2) weeks prior to the event date
  + Slides can be posted two-(2) weeks prior to the event
  + Last minute requests will be considered on a case by case basis
* Slides are displayed for thirty-(30) seconds
* NO Inappropriate language/topics/pictures
  + NO references to alcohol, drugs or drinking games
* Announcements must be free of grammatical & spelling errors in order to be posted
* Accuracy of information is the responsibility of the individual submitting or posting the content, but the University Union & Student Activities (CUB) reserves the right to edit the slides as needed
* Be brief and to the point as your message has a better chance of being read if the content of the message is quick & efficiently displayed

**PROCEDURES**

* Digital Slides – What To Do?
  + Slides must include the following:
    - sponsoring club/organization, department/office or group
    - Event title/name
    - Date(s), Time(s) & Location(s)
    - Admission/Tickets Costs
    - Contact Person & Email
* How to submit a Slide
  + Go to the digital signage webpage on the Shippensburg University website
    - <http://www.ship.edu/its/digital_signage/>
    - Download the Digital Sign PowerPoint Template located under “Submission Instructions “
    - Customize the slide with the information you would like displayed
    - After you are done save the slide
      * From PowerPoint, choose File > Save As and choose JPEG File Interchange Format (\*.jpg) from the “Save as” type box
      * Choose your save location and name your file appropriately
      * Click on Save to export your slide as a .jpg image file
    - After you save your slide, next email it to the CUB
      * E-mail your created slide to [cubsigns@ship.edu](mailto:cubsigns@ship.edu)
      * Please include a brief explanation of what your content is advertising, and also how long you would like the information to be displayed.
        + The maximum amount of time a slide can be displayed is two-(2) weeks prior to event date