

## Student Life Center Digital Screen Display Guidelines for Client Events

To optimize the use of our digital screens for client events and ensure a smooth process for both clients and staff, we have established the following guidelines. These policies aim to respect the time and efforts of our staff while providing a high-quality experience for clients.

### 1. Image Submission Deadline & Guidelines:

- Each event is allowed 2 initial image uploads, (1) for 65" screens and (1) for 98" screen. Clients should submit their display image(s) to their Student Centers event coordinator at least **2 weeks before the event**. Edits to submitted images are allowed if provided at least 2 weeks before the event. Late submissions may be declined at Student Centers' discretion.
  - Please note that a maximum of two signs is allowed per event. Exceptions for multi-day events may be granted, subject to approval by the Student Centers event coordinator.
  - Clients requesting more than two images will incur a fee of **\$50 per additional image**.
  - Requests submitted within **two weeks of the event**, including same-day requests, will incur a fee of **\$100 per image**.
  - Clients may submit image edits, provided they do so at least two weeks prior to their event.

### 2. File Specifications

- All files should be in widescreen format (*aspect ratio of 16:9 or 1920 x 1080*) and saved as a .jpg or .png file type.

### 3. Content Review Policy

- All submitted content will be reviewed for appropriateness, relevancy, and alignment with the University's standards. We reserve the right to deny images that do not meet these criteria.

### 5. Design Services

- Our staff does not provide image design or editing services for clients. If an image is not submitted, the screens will display the default content.

### 6. Screen Time Limit

- Images will be displayed throughout the event's reserved timeframe, not limited to the specific event duration.

### 7. Disclaimer for Screen Malfunctions & Last-Minute Requests

- While we will ensure all images are uploaded and tested before the event, Student Centers cannot be held responsible for technical issues beyond our control during the display period.
- Student Centers cannot guarantee last-minute changes will be made and will not be held responsible if outdated image is shown. Clients *will not* be charged the \$100 fee if the outdated image remains displayed.