

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:

1. Image Submission Deadline & Format

- Each event is allowed 2 initial image uploads, (1) for (3) 65" screens and (1) for (1) 98" screen. Clients should submit their display image(s) **by copying and pasting this link into your browser** <https://www.vanderbilt.edu/studentcenters/event-specific-digital-signage-screen-submission/> at least **5 business days before the event**. Edits to submitted images are allowed if resubmitted at least 5 business days 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**.
 - Submissions made within **5 business days before the event**, including same-day requests, will incur a fee of **\$100 per image**.

2. File Specifications

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

3. Content Review & Design 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. 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.

4. Screen Time Limit

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

5. 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- Student Centers cannot guarantee last-minute changes will be made and will not be held responsible if outdated image is shown. Clients *will not* be charged the \$100 fee if the outdated image remains displayed.

