LBJ Student Center

DIGITAL SIGNAGE POLICY\*

Effective: 01/05/18

General Information

All materials for digital signage displays must receive approval from the LBJ Student Center Marketing Office or designee. Materials for submission will be accepted only via the Online Digital Signage Request Form (emails will not be accepted). All submissions must have the name, phone number, and email contact information of the individual making the submission.

Procedures

Completed Submissions must be requested at least **10 business days** prior to being placed on the digital signage and will be scheduled for a maximum of **14 calendar days**, dependent upon demand. Materials must reference the sponsoring organization/department on the digital flyer and have already received “approved for posting” by the LBJSC Student Involvement Office.

Submitted digital flyer files can only be posted in the following formats - .png or .jpeg image file.

File specifications must be:

-1224px x 792px or 11in x 17in

-Horizontal and Vertical Orientations should both be included

-Fonts are a minimum of 12 points and maximum of 96 points

The length of time and locations each slide will display will be up to the determination of the LBJ Student Center.

Priority of Playlist/Scheduler

Priority of presentation of material is given in the following order:

1. Campus-wide emergencies/weather concerns

2. LBJ Student Center programs and services (including LBJSC chartered organizations)

3. Chartered Student Organizations and Registered Student Organizations (not LBJSC)

3. Entities and Departments within the Division of Student Affairs

4. Texas State University departments

5. Texas State University vendors

Regulation Enforcement

LBJ Student Center and its appointed administrators reserve the right to refuse approval for any submitted material that is not compatible with the University’s mission and vision.

Fees/Charges

A fee structure is currently in development for entities outside of the LBJ Student Center Department.