



## Residence Hall Digital Sign Policy

Effective: 07/10/18

### General Information

All materials for digital signage displays must receive approval from the Residential Life and Education office in the Department of Housing and Residential Life. Materials for submission will be accepted only via the online Residence Hall Digital Sign Request form (emails will not be accepted). All submissions must have the name, email address, and phone number 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 sign 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 approval for posting by the Residential Life and Education office.

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

File specifications must be 1170px wide by 1080px high OR 16.25in wide by 15in high.

The length of time and locations each slide will display will be up to the determination of the Department of Housing and Residential Life.

### Priority of Playlist/Scheduler

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

1. Campus-wide emergencies/weather concerns
2. Department of Housing and Residential Life programs and services
3. Chartered Student Organizations and Registered Student Organizations
4. Entities and Departments within the Division of Student Affairs
5. Texas State University departments

### Regulation Enforcement

The Department of Housing and Residential Life reserve the right to refuse approval for any submitted material that is not compatible with the University's mission and vision.