

# Campus Recreation Digital Sign Policy

Effective 10/30/2020

## General Information:

All materials for digital signage displays must receive approval from the Department of Campus Recreation. Materials for submission must be accepted only via the online Campus Recreation Digital Sign Request form (emails not accepted).

## Procedures:

All submissions must be requested at least 10 business days prior to being placed on the digital signs. Please keep in mind that the digital signs are only updated on Fridays.

Submissions must be submitted as a PowerPoint slide

All digital signs must be in compliance with the [University Posting policy](#).

## Priority of playlist/scheduler:

1. Department of Campus Recreation programs and services
2. Entities and Departments with the Division of Student Affairs
3. Texas State University departments

## Regulation Enforcement:

Campus Recreation reserves the right to refuse approval for any submitted material that is not compatible with the University's mission and vision.