



North Carolina A&T State University

University Event Center

DIGITAL DISPLAY BOARD REQUEST FORM

University Event Center • Student Center, Suite 368• Greensboro, NC 27411 • (336) 285-2580 • Fax (336) 334-7131

CONTACT INFORMATION

http://www.ncat.edu/student-affairs/student-service/university-events/

Contact Person: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

EVENT INFORMATION

Date(s) of event: \_\_\_\_\_ Time of the event: \_\_\_\_\_

Location of the event: \_\_\_\_\_ Website: \_\_\_\_\_

Organization/Department: \_\_\_\_\_

Event Name: \_\_\_\_\_

Display Start Date: \_\_\_\_\_ Display End Date: \_\_\_\_\_

Announcement Submission Guidelines:

This form must be submitted to the University Event Center 14 business days prior to the event.

**\*\* (SEE SECOND PAGE FOR DIGITAL DISPLAY BOARD POLICIES & PROCEDURES) \*\***

Announcement: **\*\*\*MAXIMUM 60 characters including spaces\*\*\***  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DISCLAIMER/AUTHORIZATION

I, the undersigned, have read and understand the requirements/guidelines outlined herein and I am a duly authorized agent acting on behalf of the below mentioned department, organization or entity. <sup>(E-Signature option)</sup> In the event my submission does not meet these requirements/guidelines my submission will not be processed and I am therefore required to revise and resubmit.

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

<i>(Hand written)</i>		
<b>FOR UNIVERSITY EVENT CENTER USE ONLY</b>		
Scheduler:	Date Rec'd	Reference #:

**Please complete reverse side of reservation request form.**

# UNIVERSITY EVENT CENTER DIGITAL DISPLAY BOARD POLICIES AND PROCEDURES

(Please initial all policies)

## 1. Submission

To submit an announcement for approval please email the Digital Display Board Request form to the following: UEC@ncat.edu OR deliver in person to: University Event Center Student Center, Suite 368 (336) 285-2580 • Fax (336) 334-7131 Greensboro NC 27411 Hours of Operation: 8:00 AM-5:00 PM

## 2. Editing

Each organization is responsible for creating/editing of their announcement(s) material for the display boards. This includes the request being proofed and ready for posting upon completion of the review and approval process. If any announcement is denied for any reason the University Event Center will not be responsible for editing the ad for you. You will be required to revise and resubmit your announcement(s) for consideration.

## 3. Submission Guidelines

Announcement(s) must be submitted at least 14 business days (does not include weekends or holidays) prior to the scheduled time of display. Any late submissions are subject to the discretion of the University Event Center.

Announcement submissions will be processed for major SCHEDULED, campus wide events/announcement ONLY.

Your event /announcement must be in a confirmed status according to the University Event Center scheduling process in order to be considered for posting on the Digital Display Board.

Announcement(s) are submitted to the University Event Center staff for final approval. If questions arise you will be contacted via the contact e-mail you provided.

### Submission Specifications

Each organization or department may have up to (2) announcement(s) slides per any approved, SCHEDULED announcement and/on the display board at any given time. Each event/program must be kept to a maximum of (2) slides.

**Submission guidelines:** 2 slides with a maximum of 50 characters (including spaces) with a basic logo included on the slide OR 2 slides with a maximum of 60 characters (including spaces) without a basic logo included.

Basic logos are acceptable for submission but subject to the functionality requirements of the Digital Display Board software. Pictures are not acceptable for submission and cannot be included in the submission. (PLEASE note this is primarily a text based digital display.)

## 4. Processing

- Announcement(s) will be displayed based on the approved start and end times of your announcement(s)/event. PLEASE Note: display times will vary based on the volume of advertisements during any given period.
- Typically, each announcement(s) will be displayed for (5) seconds per pop-up. Note: This amount of time the ads are displayed is at the discretion of the University Event Center. This may change depending on the volume of ads submitted during any period of time.
- University emergency and safety announcements will be given priority consideration and may impact other submission display times and dates.
- Submissions will be processed in the order in which they are received and processing times will be subject to the volume of requests.
- Incomplete forms or non-scheduled events/announcements will not be processed. They will be returned with a request to revise and resubmit per the University Event Center Digital Display guidelines and requirements.

*I, the undersigned, have reviewed the policies set forth in this form and agree to all terms herein*

Requestor Signature

Name (Please Print)

Date