



DePaul University Student Center Digital Signage Policies

Thank you for choosing the DePaul University Student Centers Digital Signage to advertise your event.

These policies are for the Student Center Digital Signage.

**For more information, please contact
the Student Centers Administration office:**

Walk in- Student Center Suite #303
Web- <http://studentcenter.depaul.edu>
E-mail- studentcenters@depaul.edu

Phone-773-325-7346
Fax-773-325-7347

PLEASE READ THESE GUIDELINES. The DePaul University Student Centers department is the administrator of a Digital Signage system comprised of several screens located at the Loop and Lincoln Park campuses. In the Lincoln Park Student Center, the screens are located on the first floor near the Information Desk, outside of Room 120 and near each set of elevators on all three floors. At the Loop campus, in the DePaul Center, screens are located in the Loop Student Center on the eleventh floor, in the Conference Center on the eighth floor, and on the first floor near the main elevators

The screens offer the University community and its guests information on the location of events and programs being held in facilities that are administered by the Student Centers department. In addition, the screens offer advertising and information for events and programs that are of interest to the student and University communities that are sponsored by Student Centers, Conference Services, University departments, recognized student organizations, and DePaul's affiliated partners .

As space and time allows, Student Centers will make space available on the screens for advertising for programs and events. The guidelines for advertising your event are listed below. Failure to adhere to these policies could affect the playing of your ad. We may not be able to accommodate requests if not given adequate notice.

Guidelines for advertising:

- Digital signage is primarily intended for the advertising of events and programs that are occurring in spaces that are administrated by or sponsored by the Student Centers department. In addition, it is intended for use by DePaul-recognized student groups, University departments and partners of DePaul University.
- All ads must focus around DePaul University students. If advertising an event that is taking place outside of a facility administered by the Student Centers department, the main focus of the event must be DePaul University students.
- The Student Centers department has the right to review and approve or deny all advertisements submitted. The Student Centers department may refuse advertisements based on content, language, pictures, images, or references to alcohol.
- Advertisements may not be in conflict with the mission of DePaul University or the Student Centers department.
- All ad submissions must be made to the Student Centers department using the Student Centers Website at least five (5) business days in advance. Failure to give proper time to post the ad may result in the ad not being displayed.
- All ad postings will be based on availability and will be accepted on a first-come-first-served basis.
- All advertisers must design their own ads.
- All ads will be posted as they are submitted. The Student Centers department will not correct spelling, grammar or formatting errors.
- The Student Centers will not be responsible for the storage of any submitted ads beyond their scheduled run dates. All files and ads will be discarded after the last scheduled run date. Groups wishing to re-run the ad or a similar ad will have to resubmit the ad at the later date.
- All ads must be in one of the following file formats: Power Point (limited), Flash, jpeg, Windows Media videos, Quick time videos.
- All other Student Center and University policies apply.