

STUDENT CENTER PUBLICITY AND DESIGN ADVERTISING POLICY

TABLE TENTS

Your table tent will run for one week in the Atrium and Tally. Over 3,500 people travel those areas each day. The cost is \$100 (\$50 for registered student organizations).

Table Tent Timeline

Ad Submission: Your table tent must be submitted by the Wednesday prior to production by 12 p.m. Ads must be submitted as a .PDF format Microsoft Word, PowerPoint or Publisher documents will not be accepted. Designs must be 4x6 in and grayscale. Submit ads to studentcenter.publicity@gmail.com.

Ad Production: Your ad will be printed in black and white ink on colored paper.

Ad Distribution: Your table tent ad will be distributed to dining locations on Friday each week.

DIGITAL SIGNAGE

Your digital signage ad will run a total of four hours per day per TV. There are 10 digital signage TVs in the Student Center. Your ad will be displayed for a total of 140 hours each week. Digital signage advertising is \$100 (\$50 for registered student organizations).

Digital Signage Timeline

Ad Submission: Your digital signage ad must be submitted by the Wednesday prior to production by 12 p.m. Ads must be submitted as a .PNG format. Designs must be 554x786 px. Submit ads to studentcenter.publicity@gmail.com.

Ad Distribution: Your ad will be placed on the monitors on Fridays before 5:00 p.m.

LATE SUBMISSION POLICY

Due to the high demand of reservations, it is imperative that all ads be received on time. If extenuating circumstances arise, an arranged grace period may be extended by the Publicity and Design office for late ad submission. Please contact us as soon as possible if you are unable to meet the deadline. If ads are received late without notice, ad space is forfeited and the account number provided will be charged in full. This ensures fairness for all parties.