Signage Procedures

Student organizations, faculty and staff may reserve digital sign space by emailing studentunion@southeastern.edu.

1. Digital sign designs must fit the following dimensions for the digital displays in the union:

   - 10" x 6" (landscaped layout).
   - High resolution jpeg images (1920x1080p resolution)

   If you need design assistance, please email studentunion@southeastern.edu with desired text, colors and graphics to be used. We ask that you allow a minimum of 2 weeks lead time for the Student Union staff to complete the designs.

   Designs with paragraphs of text will decrease the effectiveness of the digital displays. Each sign must follow the guide below and not exceed 20-25 words per sign. At any given time, no more than 10 signs may be in rotation for events related to student organizations/departments.

   Headline: Up to 7 words
   Date:
   Time:
   Location:
   Call to Action: Example: For more info, call <u>Dept. Name</u> at <u>(985) 549-XXXX</u> or visit <u>webpage</u>.

2. Organizations not officially recognized by the University cannot reserve sign space on the digital displays. Rental customers of the Student Union will be allowed space in the digital display rotation.

3. The Student Union reserves the right to remove and/or approve signs in accordance with the Student Union and/or University's guidelines.

4. Student organizations/departments are permitted one slide at a time in the rotation. Should multiple events need simultaneous promotion, please combine messaging to one slide in accordance with #1 above.

5. Each student organization/department is permitted to promote for up to two weeks for each promotion. Promotions should be related to event dates or promotions and not contain only general awareness messaging.

6. Advertisement of alcoholic beverages is prohibited by the University without the approval of the Dean of Students.

For more information on signs, see the University Sign Policy located here: http://www.southeastern.edu/resources/policies/policy_detail/sign_poster_flyer.html.