

# **University Center Digital Message Board Guidelines**

## **University of Tennessee at Chattanooga**

Persons wishing to advertise registered student organization or departmental special events may arrange to speak with the Assistant Director of UC to discuss options for utilization of the digital message boards. Please make an appointment by calling the UC office at 425-4455 at least one (1) week in advance of preferred advertising starting time. The guidelines for having event advertisements posted are:

1. Groups may have one (1) slide advertising an event at a time with a maximum of three (3) events being advertised at the same time.
2. Images will run for two (2) weeks leading up to the special event.
3. Personal requests, including birthdays, cannot be accommodated.
4. The student organization or department is responsible for the creation of the image.
5. PowerPoint and .jpg are the formats required by the system. No other formats can be displayed by the screens.
6. Images should be close to a 4:3 ratio to prevent information from additional distortion.
7. Last minute requests cannot always be satisfied.
8. The University Center reserves the right to decline any image that does not meet the standards listed and understood.
9. Exceptions will be handled by the office of the Assistant Vice Chancellor for Student Development.