

UW-WHITEWATER
UNIVERSITY CENTER MOVIE PREVIEW & DIGITAL SIGNAGE POLICY
MODIFIED: 8.17.17

This policy establishes the requirements for use of digital signage system managed by the University Center and located within the University Center, Esker and Drumlin. Requirements for movie preview slides shown prior to UC movie showings are listed as well.

The University Center will be accepting submissions for digital signage and movie previews. The University Center reserves the right to refuse the inclusion of any movie preview or digital signage request.

Space is limited and as such each department may submit up to **3 slides per semester** and slides may be displayed for a maximum of two weeks for digital signage and one week for movie previews. Weeks are defined as Monday-Sunday for digital signage and Wednesday-Saturday for movie previews.

Guidelines:

1. Only recognized student organizations and campus departments are eligible to submit files for the digital signage and/or movie previews to promote their organization or event.
2. Movie previews will run before all four showings of the movie scheduled that week. Movie preview images are due to Jenny Fisco by the Wednesday before. For example, if you wanted your image in the movie that starts September 6, then it would be due by August 30. **Failure to email Jenny your slide by that Wednesday will result in your image not being shown. Please do not email images earlier than the week before.**
3. Digital signage will run M-S. The slide may only run for 2 weeks max.
4. Student organizations and departments are responsible for the creation of their own slides. All slides are due to the University Center by the Wednesday before the slide will run.
5. File names should indicate the name of the group and the week the slide is to be shown. Example: UC02/16.jpg. Please do not put spaces in the title of the slide.
6. Files can be created in Microsoft Powerpoint. Slides must be 16:9 ratio. To set up your slide with those dimensions: File – Page Setup – Format “on screen show 16:9.” To save: File – Save slide as a picture - .jpg. If slides are created in Adobe software, the file size should be

1920x1080px and saved at 72dpi. If a slide is saved as CMYK and not RGB, the slide will not display on the monitors.

7. Correctly formatted slides (.jpg) should be sent to fiscoj@uww.edu. Please attach the file to the email. The email should indicate whether it is for digital signage, movie preview, or both and which weeks the slide should run (max of 2 weeks for digital signage and 1 week for movie previews).