STUDENT CLUB & ORGANIZATION: DIGITAL ADVERTISEMENT GUIDELINES
Office of Student Activities
Salve Regina University

❖ Approved clubs and organizations are allowed to submit advertisements to be displayed on digital signs on campus.
❖ All digital advertisements are subject to approval by the Office of Student Activities. Please review the posting policies found in the *Polices* handout located on the *Student Organization Resources* webpage (http://www.salve.edu/resources-student-organizations).
❖ Digital advertisements must be submitted by **Wednesday at 5pm**, to be displayed the following week. Advertisements submitted prior to the deadline will be on display beginning Monday of the following week.
❖ Digital advertisements submitted after Wednesday will not be posted.

How To & Guidelines:

1. Digital Advertisements must be submitted in the form of a PowerPoint using one of the approved templates. (Templates can be found on: MySalve > Office and Services > Student Activities > Documents > Digital Signage Templates (Blue, Navy, White or Black).
2. Slides must be formatted to PowerPoint 16:9.
    a. In PowerPoint go to the *Design* tab.
    b. In the upper right hand corner select *Page Setup*
    c. In the *Slides sized for* dropdown select *On-screen Show (16:9)*
3. Each slide is displayed for 11 seconds. Your slide contents should be concise and able to be read TWICE in 11 SECONDS. Remember to include:
    a. Event Title
    b. Date
    c. Time
    d. Location
    e. Ticket price & sale Location (if applicable)
    f. Sponsoring organization (i.e. club, organization or department)
4. Photos must be high resolution. Slides using poor quality photos will be sent back and asked to be corrected.
5. Digital advertisements should be saved as "Club/org. name – Event title – Date of event"
    a.   (ex. SGA-Elections-9/25/13)
6. Please e-mail your completed digital advertisement slides to alexandria.hallam@salve.edu.

Clubs & Organizations with questions about digital advertisements should contact

the Office of Student Activities, Wakehurst 012 at (401) 341-2915.