

# Banner/Kiosk/Digital Signage Posting Policy

## Banner Policy:

- 1.) Space is provided for up to four event promotional banners on the South Balcony railing of the USU. Reservation of space is made through the Reservation Center and is available to University groups and organizations on a first come first serve basis. The Reservation Center reserves the right to edit or not allow banners deemed in appropriate to the mission of the USU. Priority will be given to USU sponsored events.
- 2.) Banners may be displayed for up to ten business days prior to the event. Banners must display proper University Branding and must be pre-approved prior to posting.
- 3.) Banners will be displayed and removed by the USU staff. The USU does not accept responsibility for theft or damage caused by inclement weather or vandalism. Damaged banners will be removed.
- 4.) Banners should be vinyl with metal grommets and may not exceed 40" in height and 10' in length.

## USU Lounge Kiosk's:

- 1.) The USU has two kiosk's located at the North and South entrance's of the Lounge. Items to be posted must have prior approval of the Reservation Center, to announce programs/meetings occurring in the USU/SSU facilities or programs sponsored by the USU, but occurring in other facilities.

## Digital Signage:

- 1.) The USU provides a display monitor in the south entrance of the Lounge, outside of the Reservation Center, USU Room 301 and in the Food Court dining area for the purpose of promoting campus events presented by recognized student organizations, (identified as such by Student Involvement Ctr.), as well as departments. The Reservation Center is responsible for all postings and has the right to review, accept or reject any submitted materials containing content which is not deemed appropriate, (illegible, inappropriate language/ images, or messages which are derogatory or exclusionary of specific groups or individuals).
- 2.) Messages will be displayed for no less than one week and no longer than 2 weeks.
- 3.) Event ads must be submitted a minimum of 2 weeks prior to the requested posting date. Updates are made once a week on the following Monday before 5pm during regular semester.