Policy Regarding Use of the Digital Sign Boards in the Farrell Student and Community Center

In an effort to allow access to the digital sign boards located in Farrell, the following regulations have been adopted in regards to content creation:

1. All submissions will be:
   a. in .jpg format
   b. width of 1920 pixels
   c. height of 1080 pixels
   d. resolution of 144 pixels per inch
   e. solid color border of 72 pixels around the edge
   f. emailed to huberjb@delhi.edu by at least SUNDAY before the scheduled event
   g. any submission not delivered in the format set forth above will be automatically rejected

2. All submissions are subject to approval by the Director and/or Assistant Director of Student Activities

In an effort to allow access to the digital sign boards located in Farrell, the following regulations have been adopted in regards to content display:

1. Emergency notifications will always take precedence over any scheduled display.
2. The duration that a slide will be displayed is based on the following:
   a. Student Organization: up to two weeks before the scheduled event, or three weeks for an ongoing opportunity. Regular club meetings or Greek rush events are not permitted.
   b. Other Campus offices/divisions: up to one week before the scheduled event or two weeks for an ongoing opportunity.
   c. Outside entities: up to one week before the scheduled event.
3. Student Activities programs and notifications are displayed at the discretion of the Director and/or Assistant Director of Student Activities. Any exceptions to the above policies are in order to support and advertise for a more robust programming calendar.