

Student Union Administrative Office

Virtual Bulletin Boards

The primary purpose of the virtual bulletin boards is to inform the Wright State students, faculty, staff, and University guests of programs and events of interest to Wright State University. The Student Union has placed digital LCD screens throughout the building that will serve as virtual bulletin boards, thus reducing the need for multiple copies and excess paper waste from traditional flyers.

Virtual bulletin boards cycle advertisements every 15 seconds. With this in mind, keep the amount of text to a minimum when designing your flier.

Submission

Student Organizations can submit virtual fliers through Orgsync with the proper credentials.

University Departments can fill out the attached Marketing Request Form and submit it to suao12@wright.edu or drop it off at the Student Union Administrative Office front desk.

Size

Designs should be submitted in the following format:

8.5"x11"
17"x11"

Orientation

Portrait (Student Organizations)
Landscape (University Departments)

Format & Resolution

All submissions must be in the following format:

1. JPEG , PDF, or PNG
2. Between 96 and 300 ppi

Cost

	<u>per Day</u>	<u>per Week</u>
Student Organizations *	Free	Free
University Departments*	Free	Free
University sanctioned events hosted in the Student Union*	Free	Free

*Note: a valid FOP number is required

Special Policies

Virtual Bulletin Boards are able to be reserved in the following priority order:

1. Student Organizations, Student Union
2. Events in the Student Union
3. University Departments

The Wright State University Student Union Administrative Office reserves the right to refuse any submission and will determine the availability of space as determined by the priority list. Desired run dates will be honored based on screen availability and the reasonableness of the request. The Student Union reserves the right to refuse any material deemed unsuitable, which may include, but is not limited to content, language, photos, image, discriminatory views, propaganda, slanderous material, etc.

The Student Union strives to provide event and program information to guests of the Student Union. There are, however, unforeseen circumstances that may interfere with virtual bulletin boards. These include, but are not limited to, power outages, a loss of network connectivity, image distortion, etc. The Wright State Student Union, therefore, cannot "guarantee" virtual flyer displays.

This policy is a living document giving the Wright State Student Union the right to amend at any time without notice.

Have a question regarding any of the above information? Feel free to contact the Marketing GA at 775-5529 or suao12@wright.edu

Virtual Bulletin Board Marketing Request Form

Name		Project Name	
Email		Today's Date	
Phone		Requested Start/End Dates	

Please note: This form must be turned in to the Marketing Team at least one week prior to the requested completion date

Request Details (please indicate any specific details desired):
FOAP Number:
Additional Details:

If you have any questions or concerns, please call the Marketing Team at x5529.

Office Use Only	
<input type="checkbox"/> Submitted in time	<input type="checkbox"/> Follow-Up Call to Requestor
<input type="checkbox"/> Completed	<input type="checkbox"/> Delivered (if necessary)