

Student Union Digital Signs

Registered Student Organizations and Departments may promote their upcoming event using the digital signs in the Student Union – **FREE!** Please see the guidelines below prior to submitting your request.

How to advertise your event on the digital signs in the Student Union:

- Limit **one slide** per week per registered student organization or department
- Create a slide that is 8.5x11 (landscape)
*slide will be inserted into a 880 x 1620 area
- Save as a **.jpeg**
- File must be less than 150 dpi and no larger than **1mb** in size
- Save the file with the name formatted as seen below -
(date of event)_(name of event).jpeg
- Send to rozanski@utk.edu include the *name of your student organization/department, contact telephone number, and the date to start and the date to end the advertisement*
- Submit file at least one week prior to the *start date* for the advertisement to start running on the digital signs
- Slide duration is one week (Monday – Sunday); consecutive weeks are not allowed
- No commercial or alcohol related events may be advertised

Questions regarding advertising on the digital signs, please call Mark Rozanski @ 974-3455 or email: rozanski@utk.edu