



DIGITAL SIGNAGE REQUEST

Complete the following to request a digital signage graphic for your event, organization, office, or service to be run on the digital signage displays across campus. Send your completed form to **univrel@gsw.edu**. If you already have a flyer or graphic created for the event, please send those original files as well.

If you've created your own 1920px x 1080px graphic for digital signage, please email it to **univrel@gsw.edu** to be reviewed and uploaded to the system.

FOR UNIVERSITY RELATIONS USE ONLY

Date Received	Date Completed
Revisions/Drafts	Time Spent

Contact Information of Requester

Name:

Email:

Department:

Digital Signage Specifications

What is being displayed on digital signage?

If an event, please fill out the next 4 fields.

Event name:

Date:

Time:

Location:

Host organization or office:

Content: *Please include any additional content that should be included in the graphic. Keep your information concise to ensure it's all readable.*

URL to visit for more information (optional):

Photos or graphics (optional):

Notes or additional information: