

LOWMAN STUDENT CENTER
MONITOR POSTING REQUEST

Request must be received at least 2 business days prior to posting. Include digital file with submission.

<i>Contact Details</i>			
Organization:			
<i>STUDENT ORGS: Contact person must be listed on the "LSC Student Organization Contact Form."</i>			
Contact Person:			
Phone:		SHSU Email:	

<i>Posting Details</i>			
Start Date:		End Date:	
Title/Event:			
Message:			

MONITOR SYSTEM GUIDELINES:

The primary function for the system is to display the daily schedule of events in the LSC. Monitors are located on all of the LSC floors.

- 1) The monitor system is available to advertise events being held in the LSC.
- 2) A Monitor Posting Request form must be submitted in writing to the LSC Office at least two (2) business days prior to the start date for the advertising and **include digital files with submission** (please email within the same business day as submission).
- 3) **Digital files should be 640x480 jpeg images.**
- 4) A one-page advertisement or notice may run for five (5) business days prior to the event.
- 5) No more than five (5) advertising screens will run each day.
- 6) Ads must identify campus affiliate, sponsoring registered student organization, and the name, date and time of event. Ads will not contain obscene words or promote unlawful activity.

MONITOR POSTING AGREEMENT: *I understand and agree to abide by all the rules and regulation of the LSC, and the guidelines in the LSC Operations Policy.*

Signature of Contact Person

Date

<p>SUBMIT TO: Anna Pursley, Suite 331 apursley@shsu.edu Phone: 936-294-1760 Fax: 936-294-3803</p>
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<p>LSC OFFICE USE ONLY: <i>Contact on File</i> <input type="checkbox"/></p> <p>Date Approved: _____</p> <p>Confirmation: _____</p>
