

Digital Signage Guidelines

The Gallagher Student Center administers a digital signage system that includes four screens. The signs provide students the ability to promote campus events and are used by University employees to display other important news.

- Digital signage is primarily intended for promoting events and programs for Xavier University students. Messages must focus on students.
- No submissions are accepted for meeting or organizational reminders.
- The screens are not used to promote the sale or trade of any items.
- The GSC reviews all submissions, and has the right to approve or deny any submission. The GSC may refuse submissions based on content, language, pictures, images or references to alcohol.
- Messages may not conflict with the mission of Xavier University or the GSC.
- Sign content may not contain any references, either direct or indirect, to alcohol, profanity or anything that violates the Student Handbook.
- All submissions must be made to the GSC department at least 5 business days in advance. Failure to give proper time to post the announcement may result in the posting not being displayed. Request can be submitted through: <http://www.xavier.edu/gsc/Digital-Signage.cfm>.
- All announcements display based on space availability and will be accepted on a first-come-first-served basis.
- Announcements are displayed for no more than seven days and will be taken down after seven days or after the event has taken place, whichever comes first.
- All announcements must be formatted using the template posted on the submission form.
- All posted submissions display on all digital signs in the GSC.
- The GSC will not design or edit announcements. Announcements that meet the stated guidelines will be posted as submitted. The GSC will not correct spelling, grammar or formatting errors.
- No submissions or files will be saved by the GSC.
- All other GSC and University policies apply.