

WSU Spokane Campus | Digital Signage Policies

Policies

- The digital signage in the buildings – also known as electronic reader boards – are available for use by all WSU Spokane and EWU Spokane programs and student groups.
- The primary purpose of the digital signage is to advertise future events and changes to existing programs and procedures.
- Please submit signs a couple of days prior to the desired start date.
- The Communications Office reserves the right to edit or reject submissions for clarity, content, copyright infringement, and aesthetics.
- The digital signs are not archived; each person or group is responsible for resubmitting expired signs they would like reposted.
- The Communications Office may adjust the length of time each sign stays in the rotation to accommodate periods when there are many signs rotating at once. (Usually occurs in mid-fall semester.)

STANDARDS

- The electronic system will reject slides that are too large, that have incorrect dimensions, or that are in the wrong format. Therefore, digital signs must be 1050 pixels wide x 700 pixels high, 72 dots per inch (dpi), less than 2 MB in size, and the file must be saved as a jpeg. Templates are available on the website for use.
- WSU departments should refer to <http://brand.wsu.edu/> and follow required university identity and style guide standards.
- EWU departments should refer to <http://www.ewu.edu/logo> and follow required university identity and style guide standards.