



Student Union Digital Signage Request Form

Note: This must be submitted at least two weeks in advance of the date you need the ad posted to ensure proper scheduling. Please e-mail this completed form to nia.ulyse@ucf.edu. *Please be aware that your ad request may be rejected if our ad space is fully booked, or your request was submitted less than two weeks in advance.*

Name: _____ Date: _____

Name of Organization: _____

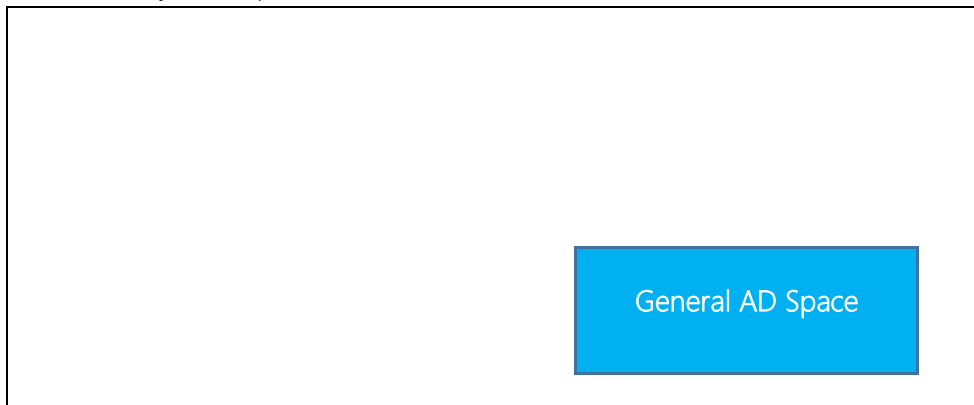
When is your event? _____

When would you like to run your advertisement? _____

Brief description of event or purpose of advertisement:

Is your event in the Student Union? YES NO

GENERAL AD/BANNER AD: This space can be used to advertise your event days or weeks prior to your event. You may choose to submit a video OR an image. Advertisements run on a cycle and will rotate with other advertisements. Only 10 runs at a time so as long as there is space, we can accommodate your request.



In order to have advertisement run successfully, your ad must be:

- Sized correctly
 - Image: **1920PX wide** by **1080PX tall** in JPEG format
 - Video: 15 seconds maximum

Please send your advertisements as attachments along with this form to nia.ulyse@ucf.edu.