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# Digital Signage Request

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## Student Union

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## Contact Info

- [union@georgiasouthern.edu](mailto:union@georgiasouthern.edu)
- [912-478-0441](tel:912-478-0441)
- Williams Center  
[912-478-7270](tel:912-478-7270)

Savannah Student Union  
[912-344-2879](tel:912-344-2879)

Use of on-campus Digital Signage is only permitted for University Departments and Active campus student organizations. Off-campus organizations looking to advertise should contact the GeorgeAnne student newspaper staff.

Digital Signage is located in common spaces and on meeting room displays throughout the Russell Union. The use of digital signage provides an excellent way to quickly and easily spread your message to students on campus.

The Russell Union Facilities and Event Services administration reserves the right to reject, limit, or pull any content it deems inappropriate or to request revisions on content that does not meet University standards.

Please submit your request at least **48 business hours prior** to the date you would like your signage to be posted. Thank you.

## Creating Your File

- The preferred tool for creating digital signage is PowerPoint
- The aspect ratio of the image must be 4:3 (preferred res

Hi, I'm GUS. How can I help?

- Click Save As from the PowerPoint menu and select “PNG Portable Network Graphics Format” from the Save as type: dropdown menu.
- File size limit is 20 MB.

Title of Slide \*

First Name \*

Last Name \*

Your Phone Number (required) \*

Email \*

Name of Department or Organization You Represent \*

Date to Start Display \*

Date to End Display \*

Two week maximum.

File Upload (.png) \*

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Submit Form

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