Policy for Posting of Notices and Event on Digital Signage on the Hudson Valley Community College Campus

Hudson Valley Community College provides seven digital signs that may be used to promote programs, events and services of interest to the college community. The digital signage is one of the most efficient and timely ways of delivering news to the entire campus community.

The digital signs are located in Siek Campus Center, Guenther Enrollment Services Center, Bulmer Telecommunications Center, Marvin Library, Brahan Hall, McDonough Sports Complex and Cogan Hall.

Digital Signage Policy and Procedures:

- Events/information submitted must be sponsored by college departments or organizations. Submissions promoting activities not connected with Hudson Valley Community College may not be posted without approval from the Office of Student Activities.

- Requests for posting event/information must be e-mailed to digitalsigns@hvcc.edu.
  - Submission should include name of event, brief description, dates, times and contact information. This information should be embedded in the body of the e-mail or attached as a Word document. Photos should be submitted as a .jpeg file.
  - Submission must include the name of the sponsoring agency or organization and contact information for person submitting.
  - Requests must be submitted at least five business days prior to the event.
  - Approvals are granted at the discretion of the Office of Student Activities and the Office of Communications and Marketing.
  - Event/information can be posted two weeks prior to the date of the event.
  - Submission should include which monitors the information should be displayed on (i.e., all monitors or Brahan hall only).

- Submissions that represent prohibited conduct (harassing, inflammatory, or hateful acts), as defined in the Campus Regulations for Students, Visitors and College Personnel, and Organizations in the college catalog, will not be accepted for publication.