

Digital Display Posting Policy

This policy provides guidelines for the posting of digital materials in the residence halls. Please note this policy addresses posting of digital materials only; at no time should groups or departments slide printed materials under student room doors and solicitation is strictly prohibited in the residence halls.

UNCG students, faculty, staff, student groups, college departments, academic units, and college-affiliated organizations may submit digital materials that can be posted on the TVs in the residence hall community in accordance with the following guidelines.

Approval and General Guidelines:

1. Groups that wish to post images on the displays in the residence halls should submit a .jpg or .png file, 1920px wide x 1080px high, at 72 DPI. Housing and Residence Life is not responsible for designing images for displays. The Assistant Director of Marketing, the Associate Director for Residence Life or the Executive Director of Housing and Residence Life will review and approve.
2. Please provide a contact name and UNCG email address for all advertisements submitted.
3. HRL must receive graphics submissions at least 2 weeks in advance of the event and an end date for posting the advertisement must be included in the request. Last minute requests may not be considered. Submitted materials will be reviewed and either approved or denied within 2 business days. Should the advertisements be denied, an HRL representative will contact the individual who submitted the advertisement via email. Accepted materials will be scheduled to post.
4. The advertisement must be appropriate for its intended purpose. Housing and Residence Life reserves the right to remove any posting that violates federal, state or local law or University policy, or advocates the deliberate violation of such laws and policies. Groups may request prior approval of any proposed advertising materials by completing a Digital Display Request Form. It is strongly encouraged that groups receive prior approval by HRL to avoid conflicts.
5. Materials advertising or promoting the use of alcohol and/or illegal substances are prohibited.
6. All materials to be posted must clearly indicate the name of the sponsoring UNCG group or department.
7. Advertising for commercial (i.e., profit-making) purposes by businesses, groups, entities, or individuals is prohibited.
8. Advertisements must be a .jpg or .png file, 1920px wide x 1080px high, at 72 DPI or they will not be posted.
9. For posting of fliers or print information, please refer to the [Posting Policy \(External Use\)](#).