DIGITAL SIGNAGE
FHSS controls the large monitor on the southeast corner of the first floor and basement of the JFSB and the SWKT Lobby. Below are the requirements for advertising on those screens:

- Files must be less than 2 MB.
- Allowed file types: .png, .gif, .jpg, .jpeg.
- Images must be exactly 1920 x 1080 pixels.
- Indicate date and time when we should stop showing it.
- Units in the College of Family, Home, and Social Sciences may have two images running at the same time. Units outside of the college are limited to one image.
- For your consideration: images appear for 8-10 seconds. Those with writing done in a light font or with a lot of text can be difficult to read and are not very effective.
- Requests should be sent to Scott Dunaway at scott.dunaway@byu.edu with the properly formatted file attached.

POSTERS:

- No posters and/or easels will be allowed in the NE and SE Lobbies or the Basement of the JFSB beginning June 1, 2015. No poster and/or easels will be allowed in the lobby of the SWKT beginning August 1, 2015.
- FHSS has been allotted a total of 12 poster spaces on the south sides of the two outdoor stairways on the east side of the JFSB. FHSS has a total of 4 poster spaces in the SWKT Lobby.
  - Posters must highlight upcoming events (lectures, conferences, or exhibits) sponsored by campus entities. Ongoing services or programs offered by campus entities may submit posters as space permits.
  - Priority will ALWAYS be given to events sponsored by FHSS units.
  - The poster must be mounted on foam core and be 24” wide x 36” high in size.
  - Posters should have a clear date or deadline for an event and list both the department and college.
  - All posters displayed must receive an approval stamp (with date) prior to being displayed. Unauthorized posters will be immediately removed and recycled.
  - All posters must be submitted by noon on Thursday each week for display the following week. The poster will be removed the day after the event or taken down on Fridays with new ones posted for the coming week. Any exceptions to these policies must be cleared by the Dean’s Office.
  - The poster may stay up for only two weeks (the week before and the week of the event) although this schedule will depend on need and the chronological order of events.
  - Each dean’s office retains the final decision on what is displayed.
  - Any damaged posters that become a safety hazard will be immediately removed.

*Other Floors
Posters may be hung in department areas and on assigned bulletin boards subject to the approval of individual departments. Hallway displays around department offices can easily violate fire code or impede foot traffic and are subject to immediate removal. No posters are allowed in the restrooms.

PROCEDURE
Under the FHSS Dean’s Office supervision, our student assistants will be tracking the poster advertising for the college for both the JFSB & the SWKT.

- Email request to fhss@byu.edu indicating preferred date to be displayed and taken down
- Submit request no more than 2 weeks ahead of time to be displayed
- Within 2 business days a confirmation will be sent that the request was received
- Deliver poster(s) to FHSS Dean’s Office in 990 SWKT the Thursday prior to week of preferred display