



Plemmons Student Union Digital Signage Request Form

(Please note: five (5) business days advanced notice required)

Name: _____

Email: _____ Phone: _____

I am submitting a pre-made slide I need a slide created

Affiliation:

Registered Student Club

Campus Department

University Funded Organization (*UFO*)

Other (*Please list*)

Event Name: _____

Date & Time: _____ Admission/Registration Fees: _____

Location: Plemmons Student Union Legends Other: (*Please list*) _____

Desired Display Dates: From: _____ To: _____

Admission/Registration (*If Applicable*) _____

Additional Information or Comments for Display: _____

Content: Image and video files may be submitted **if less than 5MB** to psumarketing@appstate.edu

Accepted image files: JPEG, PNG, BMP, GIF, TIF, Powerpoint **Accepted video files:** MPEG, MPEG2, MPEG4 (mp4), MOV, WMV

Are you submitting a logo, image, or video? Yes No (*Please submit content that is not copyright protected*)

Image/video files may be submitted by email, disc, or flash drive.

Please select method of submitted files: Email: Disc: Flash Drive:

The Plemmons Student Union charges a fee to design and/or display content. Please review pricing structure prior to submitting request form, and select payment method:

Budget Transfer Code: _____

Check: (*made payable to Appalachian State University*) Cash Other

Date Request Received _____ Payment Has Been Submitted _____ Special Notes: