

Central Virginia Community College Policies  
II - General Administrative Policies  
Digital Signage



Policy #:	CVCC0014
Effective:	__/__/__
Last Reviewed/Revised:	01/10/2023
Responsible Dept.:	Institutional Advancement
Other Policy References:	NA

**Digital Signage**

Digital Signage (monitors) has been placed throughout the campus to inform the students, faculty, and staff of events on campus. The information on the monitors is maintained by Institutional Advancement and the hardware is maintained by the Information Technology (IT) Department. Appropriate college information is defined as any material which pertains to campus functions, as well as campus information, and will be approved on that basis. It is the policy of the College that no outside events be advertised on the digital signage. Digital signage is reserved for College information only.

Information should be submitted using the Digital Signage Form (PowerPoint 16:9 format) at least 10 business days prior to the event, and every effort will be made to upload the bulletin within two business days. Once approved, a media bulletin will be created. Bulletins will continue to display on the monitors until the submitted expiration date. Audio files are not accepted.



Digital Signage form

<https://forms.office.com/r/hd&UHXiNZw>