

# Digital Kiosks Event Poster Submission

You may upload digital copies of posters for events you'd like to promote on the Schine and/or Goldstein Student Centers' digital kiosks here (see format requirements below).

For student organizations:

Please make sure your event's funding and space have been secured before poster submission.

Please select your student organization consultant to help with the approval process. If your consultant/advisor is not listed please include the person's name and email address in the notes field.

Student organization fliers must include the following information to be approved:

Event date, time, and location, contact information

The phrase "Your Student Fee"

The following word for word: "FOR ANY QUESTIONS, OR TO REQUEST ACCOMMODATIONS, PLEASE CONTACT (Email) BY (Deadline)"

Student Organization events must also be added to the OrgSync calendar and made public.

Posters should be submitted at least one week prior to an event. This will allow enough time to process your request and ensure enough time to obtain approval and properly market your event.

Limited to one poster per event.

Please keep in mind that your poster is displayed for 15 seconds in rotation, so you will want to bring attention to key things, like your event name, date/time and location. Here are the layout requirements:

RGB format

8.5 x 11

Portrait orientation

300dpi

PNG or PDF format (PDF is preferred)

If you have any questions please email [sahelp@ot.syr.edu](mailto:sahelp@ot.syr.edu) for assistance with formatting.

Below are templates you may use as guides:

PNG Template: [http://dsahelp.syr.edu/KIOSK\\_TEMPLATE.png](http://dsahelp.syr.edu/KIOSK_TEMPLATE.png)

PSD Template (for use with Photoshop): [http://dsahelp.syr.edu/KIOSK\\_TEMPLATE.psd](http://dsahelp.syr.edu/KIOSK_TEMPLATE.psd)

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Student Org name/Department name: [Required]

This is on behalf of: [Required]

- A Registered Student Organization within the Office of Student Activities
- An officially recognized chapter through the Office of Fraternity and Sorority Affairs
- A Sports Club registered with Recreation Services
- An Academic Student Organization (affiliated with a school or college)
- An Academic/Administrative department
- other

Event name: [Required]

Event Start Date: [Required]

Event End Date: [Required]

If the event is only one day, please enter the same date as the start date.

Select locations to display poster:

Valid input:

- Select only one choice.
- must select a value.

- Schine Student Center
- Goldstein Student Center
- Both

Contact Information [Required]

Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.
- name@myschool.edu

First name:

Middle initial:

Last name:

Email address:

Phone number:

Address:

City:

State:

ZIP:

Upload your poster here:

Your submission WILL BE DENIED unless it follows the requirements below:

- RGB format
- 8.5 x 11
- Portrait orientation
- 300dpi
- PNG or PDF format

**\*\*FOR RSO'S\*\*** The following word for word: "FOR ANY QUESTIONS, OR TO REQUEST ACCOMMODATIONS, PLEASE CONTACT [name/email] BY [date]" (DEADLINE SHOULD BE 5-7 BUSINESS DAYS BEFORE THE EVENTS)"

Additional information or notes:

If you are an RSO or Official Greek Chapter, please enter your consultant's email in the field below:

Sarah Ross Cappella - cappella@syr.edu

Evan Englander - ewenglan@syr.edu

Courtney Jones - cejone02@syr.edu

Debbie Manobianco - dimanobi@syr.edu

Jason Nova - jnova@syr.edu

Matt Shaler - mjshaler@syr.edu

Shawn Padonu - skpadonu@syr.edu

Laura Sanders - lsanders@syr.edu

Taylor Sanders - tsanders@syr.edu

Dave Sargalski - dfsargal@syr.edu

Lorena Silva - losilva@syr.edu

Jill Wulfenstein - jmwulfen@syr.edu

Valid input:

- name@myschool.edu

Does your event take place in the Goldstein Auditorium? [Required]

Yes

No

If Yes, please note the date and start and end time of your event so that it can be scheduled to be featured on the Goldstein Auditorium digital sign.