

# Schine Student Center Digital Kiosk Event Poster Submission

You may upload digital copies of posters for events you'd like to promote on the Student Center digital kiosk(s) 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.

Posters should be submitted at least one week prior to an event. That will allow enough time to process your request and ensure enough time to 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 place. Here are the layout requirements:

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

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)

## Page 1

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.

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

Additional information or notes:

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

Gregory Bronk - gjbronk@syr.edu  
Sarah Ross Cappella - cappella@syr.edu  
Aileen Coughlin - amcoughl@syr.edu  
Nathan Elequin - nselequi@syr.edu  
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Valid input:  
- name@myschool.edu