

# Digital Advertisement Rules

Wagoner Hall has switched from paper advertising to digital advertising with a new digital screen in the front lobby. To ensure that each advertisement gets adequate viewing time, the digital advertisement program is on a first-come-first-serve basis. Please adhere to the following requirements:

1. Submit your digital advertising request to [kane-elizabeth@aramark.com](mailto:kane-elizabeth@aramark.com) no later than the Wednesday prior to the week you would like the digital advertisement to be posted.
2. Be sure the date and information is correct when sent. We are happy to make edits for you but to save both parties the time, proofread before you submit!
3. Maximum of 5 sentences per ad. This is to make the ads a quick and easy read.  
*(\*\*Campus Dining reserves the right to cut or edit the text when needed. \*\*)*
4. The digital advertisement request should be sent as either a .doc or .docx file.
5. Graphics must be able to be reduced in size and still be legible or visible. Additionally, graphics can be sent as an attachment along with the request form.
6. If a schedule is to be sent for a list of events, please send only the necessary information.
7. If an advertisement is sent premade, please make sure that it is 8.5"x14" to fit properly on the digital screen.

**\*Please note: Ads will be displayed on a first come first serve basis\*\***

