Digital Signage General Guidelines

Broadcast your digital message at the Chavis University Center! Flat-screen digital displays throughout the Chavis University Center are designated to broadcast events, activities and announcements. Displays located at the Bert's café and the University Dining entrance are dedicated for student organization broadcast and advertising emphasis.

Digital Signage Format Guidance

- Digital signage (DSA) announcements must be created as 1920h x 1080w pixel standard (4:3) images. Images will display in landscape format.
- Acceptable image formats:
  - Video formats: .ASF, .AVI, .MPEG, .MPG, .MOV, .SWF, .MP4, .M4V, .WMV
  - Picture formats: .BMP, .EMF, .EPS, .EXIF, .GIF, .ICO, .JPG, .JPEG, .PNG, .PSD, .TIF, .TIFF, .WMF
- *UNACCEPTABLE FORMATS: PPT, PDF or BMP files WILL NOT be accepted.*

Request to Post a Digital Announcement

- Requests to publish DAs must be submitted to the University Center & Programs office via email at uc@uncp.edu.
- Organizations must design and create their own DA prior to submitting a request.
  - Announcements/Ads must include organization and contact information.
- DAs may be posted for up to 14 business days prior to event close date.
- Organizations and departments may broadcast up to 3 total slides for concurrent rotation.
- Each slide/announcement may be displayed for up to 7 seconds at a time.