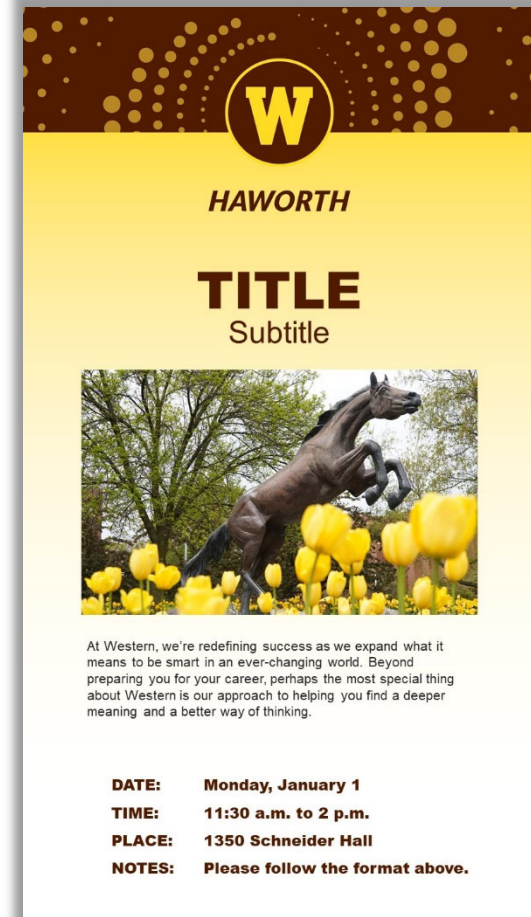


# Digital Display Guidelines

Departments and offices across campus, as well as registered student organizations (RSOs), are welcome to advertise their news and events on the digital displays throughout Schneider Hall. There are currently two displays in the lobby, with more to come later this year.

## How to submit your digital sign:

- Download the PowerPoint digital sign template from our webpage, located here: <https://wmich.edu/business/about/communications#digitalsign>.
- Update the text and photo (if desired), and keep the information short and simple.
- When finished, email the editable PowerPoint file to our administrative assistant, Rachael Bower, at [rachael.i.bower@wmich.edu](mailto:rachael.i.bower@wmich.edu) with the start and end date of your desired posting.
- The file must be submitted by **EOD Thursday** to be included in the weekly update and active the following week.
- Please have one main point of contact from your department or RSO to create and send the files to Rachael each week. This makes it easier to troubleshoot and maintain consistency.



Office of Alumni Relations and Marketing  
Haworth College of Business  
Western Michigan University  
[rachael.i.bower@wmich.edu](mailto:rachael.i.bower@wmich.edu) | (269) 387-5928