

## **Reader boards (DMP's) Policy Werner University Center**

Reader boards (DMPs) are in four (4) different locations within the Werner University Center. The campus community may submit materials to be posted on the DMPs. There are a limited numbers of postings that may be displayed at any one time. The following priorities and guidelines will be used to determine what postings are displayed:

Priorities for posting:

1. Emergency notifications for the University or WUC
2. Building hours change notifications
3. University events held in the WUC
4. University events held outside the WUC
5. All other campus announcements

Organizations or groups interested in advertising on these DMP's must abide by the following guidelines:

- Promotion of campus events must have date, time, location and group contact information.
- Meet WOU Campus Posting Guidelines
- Jpg image of an 8.5x11 poster for best legible display on the DMP.
- Postings will be removed after 2 weeks or after event.
- Videos-less than 20 seconds. Must contain closed captioning or text within the video explaining it.
- Request must be received at least five (5) business days prior to the event.

Requests are to be e-mailed to the WUC Assistant Director for Operations (Chelsee Blatner [blatnerc@wou.edu](mailto:blatnerc@wou.edu)). Attach the image/video and indicate time frame to run on the DMP's if it is less than 2 weeks.