

Posting Guidelines

- Student events have to be on-campus property and be approved by the Student Events Advisory Board (SEAB)
- Ad needs to be free of spelling errors
- No ad will be placed that promotes unlawful activity, has false or misleading content, are fraudulent, dishonest or violates the laws of libel, privacy, copyright, trademark, trade names, patents or obscenity.
- Promotional materials may not make reference to the availability of alcoholic beverages at the activity, may not be directed to an underage audience, and may not display any alcoholic beverage signs, emblems or insignia. If you plan on having alcohol at your on campus event you MUST have approval from Associate Vice President for Student Life Office 784-1471.
- Promotional materials may not promote or use images of controlled substances or items that support the use of a controlled substances.
- Student groups that wish to use trademark logos (University "N", Wolf Pack Wolf logo, etc) from the University you must [follow the logo usage guidelines](#)
- Must have all event information:
 - Name of Event
 - Date of Event
 - Location of Event
 - Start Time of Event & End Time of Event (a.m/p.m.)
 - Admission Charged
 - Co-Sponsor Names
 - Contact email or phone # for more event information

How to Save from PowerPoint

1. go to "file", "save as"
2. Select "format", "specialty format"
3. Select "JPEG"
4. Hit "save"

Go to [Inkblot's TV Screen Ad Form](#) to upload your file at least 3 business days before the event

Designing Tips

- Use at least 50pt font- The larger the better on the TV's
- Try to use no more than 2 different types of fonts
- Try to use at least 1 image on the ad
- Remember the simpler the better as it is only up for 15 seconds

*Do not change the page size of this file as they are set to 25W x 13H for the TV screens

TITLE OF EVENT

START TIME, DATE

LOCATION of Event

Admission Charged if any

One small statement or
quote about your event



Co-Sponsor
Names or logos



Contact email or phone # for more event information

TITLE OF EVENT

START TIME, DATE

LOCATION of Event

Admission Charged if any

**One small statement or
quote about your event**

**Co-Sponsor
Names or logos**



**ASSOCIATED STUDENTS OF
THE UNIVERSITY OF NEVADA**

Place an Image here

***if you want to enlarge your image hold
“shift” so it stays in proportion.**

Contact email or phone # for more event information