

INFORMATION KIOSK DISPLAY REQUEST

Applicant's Name

Student Group or Campus Department

Contact Information

Phone:

E-mail:

Message Title

Name of Event, Series, Cause, etc.

Message Content

*This is the exact text and only information that will appear on the kiosk. **Limit: 40 words or less**
Please note that content may be abbreviated or redacted to meet display specifications.
Include all pertinent information: date, time, place, sponsoring group, etc.*

Message Colors

Text:

Background:

Message Schedule

Start:

End:

*Please indicate the dates when your message should run. Messages run 24 hours daily through the start and end dates. A message may not run longer than 14 days, and requests must be received **no later than the Wednesday** prior to the week of the start date.*

**Please submit completed requests to Hazel & Stanley Hall 100. Campus Mail Code: 0921.
For questions or concerns regarding your request, e-mail the PLC's at stuacts@usc.edu.
The Kiosk Policies and Procedures are printed on the reverse side of this form for your convenience.**

Information Kiosk Posting Guidelines and Procedures

The purpose of the Information Kiosk is to enhance the quality of student life through increased communication to the general student population about programs, events, and activities.

Posting Guidelines

- This is a FREE service for recognized student organizations.
- Campus departments may post messages for \$25 a week. (A week is any period lasting 7 days or less).
- Individuals may post messages for \$10 a week (any period lasting 7 days or less).
- Only on-campus programs, events and activities of significant interest to the general student population will be posted.
- Commercial advertising or sponsorships will not be posted.
- While the Office of Campus Activities encourages free expression and dissent (especially on a university campus), unnecessarily disrespectful or derogatory language directed toward any individual, organization, department or school will not be posted.

Posting Procedures

- Request forms must be received by Hazel and Stanley Hall reception desk no later than the Wednesday prior to the week of the message's scheduled start date.
- The maximum length of time any message may be posted is 14 days.
- The maximum word count for the message is 40 words.
- General weekly meetings will not be posted. However, first meetings of the semester or special meetings can be posted.
- Logos of sponsoring organizations can be displayed. Please e-mail a 64-pixel × 64-pixel .bmp to stuacts@usc.edu.
- We provide no guarantee that every program, event, or activity for which a request is received will be posted. Due to limited space, programs, events, and activities will be prioritized at the discretion of the Office of Campus Activities.