



SERVICE REQUESTS DEADLINES

TIMELINE

GRAPHIC DESIGN

POSTER | FLYER | LCD
8 BUSINESS DAYS

POWERPOINT BACKGROUND
3 BUSINESS DAYS

VIDEO

VIDEO PRODUCTION
1-3 MIN. | 2 WEEKS
5-7 MIN. | 5 WEEKS
7-10 MIN. | 8 WEEKS

EVENTS/MEETINGS

PHOTOGRAPHY SERVICES
3 BUSINESS DAYS

MARQUEE MESSAGES
1 BUSINESS DAY

EVENT VIDEO
3 WEEKS FOR FINAL PRODUCT

RAW/UNEDITED FOOTAGE
3 BUSINESS DAYS

DETAILS

POSTER | FLYER | LCD
SPECIFY IF POSTER, FLYER OR LCD
LCD : SPECIFY START/END DATE
PROVIDE VERBIAGE (WHEN APPROPRIATE)

POWERPOINT BACKGROUND
CONTENT IS USER'S RESPONSIBILITY
USER WILL BE PROVIDED A PPT FILE WITH SINGLE SLIDE

VIDEO PRODUCTION
ALLOW 2 ADDITIONAL WEEKS FOR RECORDING

PHOTOGRAPHY SERVICES
SELECTED PHOTOS UPLOADED TO CAMPUS SHAREPOINT
SELECTED PHOTOS UPLOADED TO COLLEGE'S EXTENSIS CATALOG
FULL PHOTOS AVAILABLE THROUGH MEDIA SERVICES DEPARTMENT

MARQUEE MESSAGES
USER MUST PROVIDE VERBIAGE WITH REQUIRED FORMAT
USER MUST ADHERE TO MARQUEE LIMITATIONS *

EVENTS | MEETINGS
PROVIDE URL, POWERPOINT AND VIDEO FILES TO MEDIA SERVICES WITHIN 2 DAYS OF MEETING OR EVENT

- * • START AND END DATE MUST BE PROVIDED
- 13 CHARACTERS MAX PER LINE (SPACES DO COUNT)
- 4 LINES PER SLIDE
- IF MESSAGE LONGER THAN 4 LINES, IT WILL CARRY TO NEXT SLIDE
- IF MESSAGE DESIRED ON SINGLE SLIDE, IT WILL BE DISPLAYED ALL AT ONCE IN SMALLER TEXT