



## Message TV Postings by Non-Housing Groups

To post content on TVs in the undergraduate Residence Halls and Dining units, the following guidelines must be followed:

- During the academic year, while classes are in session, Registered Student Organizations (RSOs) and University Departments, are allowed to post information about programs or events on Housing's Message TVs if space is available.
- University Housing will reserve one space per week on our Message TVs for a non-Housing message. These spaces can be reserved by an RSO or Department on a first-come-first-serve basis. The slides will run from Sunday through Saturday of that week in the rotation with Housing messages.
- RSOs and Departments are allowed to reserve a maximum of two weeks per semester on this schedule during the academic year, if spaces are available.
- Requests to reserve a week on the Message TV schedule must be sent to Marketing via email ([marketing@housing.wisc.edu](mailto:marketing@housing.wisc.edu)) to be considered.
- University Housing reserves the right to adjust Message TV content schedules and prioritize message requests based on their impact on our residents and customers.
- Postings need to advertise a program or an event. A slide espousing a viewpoint only will not be approved for posting.
- No commercial solicitation is allowed in the advertisement.
- Advertisements which openly endorse a particular commercial interest or product are prohibited.
- Agencies or individuals unrelated to the university are not permitted to post in the residence halls.
- Candidates for public office can request to post campaign messages in the residence halls only through an RSO related to their campaign. That related RSO can then request permission to post campaign information in the halls about a specific candidate.
- Slides should be provided as finalized artwork as a JPG or PNG image file at 72 dpi resolution. Slide layout must be 16:9 dimensions (widescreen), with a minimum size of 1920 x 1080 pixels.
- The name of the RSO or Department must be on all slides.
- A copy of the slide must be submitted to Marketing via e-mail ([marketing@housing.wisc.edu](mailto:marketing@housing.wisc.edu)) for approval and scheduling.

Your RSO or Department will need to deliver files to Marketing at least 5 working days before the posting date. Any postings received less than 5 days before the event might not be posted.