**Florida International University**  
**College of Business Administration**

**Content Gathering Schedule for Digital Signage**

*Every month will be the same, with a one-month lead time to enable programming of playlists.*

<table>
<thead>
<tr>
<th>Channel Name</th>
<th>Source</th>
<th>Start Day</th>
<th>Content Submission Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Events</td>
<td>CBA Web Calendar: Student organization events; Career Services events, Chapman program events, recruiting events; Student Learning Center events, advisory board meetings, conferences and lectures, center events etc.</td>
<td>January 1, 2008</td>
<td>December 1, 2007</td>
</tr>
<tr>
<td>People</td>
<td>Spotlights from Web: faculty, alumni, donor, deans, employer, student</td>
<td>January 1, 2008</td>
<td>December 1, 2007</td>
</tr>
<tr>
<td>Kudos</td>
<td>CBA Web Site from publications</td>
<td>January 1, 2008</td>
<td>December 1, 2007</td>
</tr>
<tr>
<td>Welcome</td>
<td>Staff Submissions: Welcome messages to guests, prospective donors, employers, prospective partners, boards, etc.</td>
<td>January 1, 2008</td>
<td>December 1, 2007</td>
</tr>
<tr>
<td>Announcements</td>
<td>CBA Publications and Staff Submissions: Students (deadlines, new courses, scholarships); faculty (from <em>Inside Business</em>)</td>
<td>January 1, 2008</td>
<td>December 1, 2007</td>
</tr>
<tr>
<td>---------------</td>
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</tr>
<tr>
<td>Media</td>
<td>Media Clips</td>
<td>January 1, 2008</td>
<td>December 1, 2007</td>
</tr>
<tr>
<td>Photos/Images</td>
<td>CBA Media Gallery</td>
<td>January 1, 2008</td>
<td>December 1, 2007</td>
</tr>
<tr>
<td>Trivia/Did you know?</td>
<td>Sally Gallion</td>
<td>January 1, 2008</td>
<td>December 1, 2007</td>
</tr>
<tr>
<td>Promotions</td>
<td>Staff Submissions: Marketing messages about events, programs, EPE courses, etc.</td>
<td>January 1, 2008</td>
<td>December 1, 2007</td>
</tr>
<tr>
<td>News</td>
<td>TV, RSS feeds re news, weather, stock quotes, etc.</td>
<td>January 1, 2008</td>
<td>December 1, 2007</td>
</tr>
</tbody>
</table>

**Digital Signage Policies and Procedures**

This section describes the digital signage content submission regulations for the departments, organizations, and affiliates of the College of Business Administration.

- All events must be placed in the CBA calendar one month prior to the display month.

- All messages and announcements (see channel source information and note staff submissions) are submitted one month prior to the month in which they should be displayed.

- All announcements and messages are to be concise, having no more than 35 words (see submission form).

- Announcement text is to have no grammatical or spelling errors.
• All related photos for messages must be submitted along with form detailing the message.

• Only content (text and photos) is to be submitted—no design decisions.

• Do not submit graphical flyers with embedded text. Submit the text of the flyer and separate image(s) if any on submission form.

• Ensure photos for announcements/messages are quality photos that are not too small. Photos should be at least 500x500 pixels.

• Content for the digital signage system is categorized by channels. Content is to be submitted for a specific channel and/or subcategory

• Content will be rejected if not submitted in accordance with the submission guidelines.

Digital Signage Submission Form

Use the Digital Signage Submission Form to submit content. The form can be viewed at [http://business.fiu.edu/facstaff/digital_signage_submission_form.cfm](http://business.fiu.edu/facstaff/digital_signage_submission_form.cfm). When submitting content you must follow the format described on the form.
Digital Signage Submission Form

Contact Name
Contact Email
Contact Phone Number
Departmnet / Organization

Channel Name
Category
*Start Date
*Lifespan
Title (optional)

Body:

Number of attached images

+Attach images Browse... Browse... Browse...

Comments

Submit

*Requested values are dependent on available resources and are not guaranteed.
+Four images maximum