WOOD CENTER DIGITAL DISPLAY GUIDELINES

Broadcast-ready slides should be submitted via email to: jmaxwell@alaska.edu

Submitting organizations/departments are responsible for design of material. If you would like Wood Center Graphics to design your slides please contact them at: uaf-graph@alaska.edu

**Size:** 1118 x 822 pixels, OR 14.91 inches x 10.96 inches

Formats: jpeg, PowerPoint, or Word Document

**Minimal words!!!** The main focus is to advertise an event or programs so remember: Who, What, When, Where

All material must have the group’s (or Department) name that is sponsoring the event.

Only advertising of campus-sponsored events, organizations promotion, or official University business will be allowed for posting.

If you want your signs/slides advertised on other displays throughout campus you will have to notify them directly. The departments that are on the same system as Wood Center are:

Res Life
Contact: Katelin Avery @ ktavery@alaska.edu

Signers' Hall
Contact: Jessica MacCallum @ jnoble@alaska.edu

School of Management
Contact: Andrea Miller @ acmiller3@alaska.edu

Facilities Services/Power Plant
Contact: Michelle Griffin @ dmgriffin@alaska.edu

Murie Building
Contact: Jeff Baxter @ jbaxter2@alaska.edu

For further information please contact Jeri Maxwell at 474-1936 or via email jmaxwell@alaska.edu

10/01/2014