



Pace University

“Homer”

Digital Signage

Phase One- September 2009

Posting and Visual Guidelines

Students, faculty and staff wishing to post announcements on Homer must send their graphics to Student Development and Campus Activities no later than **Thursday at 5 p.m.** in order to have their graphics appear the following week. You will receive a confirmation of your request on the same day if your request is before 6:00pm. If you do not receive a confirmation, please call the number below.

Announcements should be sent to homer@pace.edu. They must be in PowerPoint, landscape orientation.

For best readability on the digital screens, it is recommended that the slides be on a black background, using white or yellow type, but backgrounds of any color will be accepted. It is also recommended that **headlines be 60-70 point** type and body copy be no smaller than **20 point bold**. We recommend using Arial Bold, but any readable **Sans Serif** font will be accepted. Please refrain from using bright reds and greens as they tend to bleed on the Homer screens.

SDACA will review each slide for content and will accept or request a revision on the artwork. No profanity, nudity or inappropriate messages will be accepted.

If you have any questions, please contact 212-346-1590

Happy posting!