

Digital Signage: Request Form

Instructions: Once you have completed reviewing our policy, fill out this form in its entirety. **Incomplete forms will not be considered.** Once the form is completed, save and email it to cumc_posting@columbia.edu. If you are experiencing difficulty using or emailing the form, please contact Marsha Martinez at cumc_posting@columbia.edu.

Basic Information:

Announcements Suitable for Posting:

Suitable events include all those that are either sponsored or co-sponsored by a CUMC, or CU department, center or office.

Examples of events that are **not** suitable for posting on the screens include:

- Lectures, seminars, or symposia that are invitation only
- Courses
- Guest appearances by faculty, staff, or students at other institutions outside Columbia
- Administrative or other meeting among a group of faculty, staff, or students that are closed to others

Fees and Pricing

There is a \$100 fee for all postings. This fee covers the overall maintenance and management of the digital signage system.

Requestor Information:

Name:	<input type="text"/>
Email:	<input type="text"/>
Phone:	<input type="text"/>

ARC Approver Information:

Name:	<input type="text"/>
Email:	<input type="text"/>
Phone:	<input type="text"/>

Event Information:

Event Name:	<input type="text"/>
Event Type:	<input type="text"/>
Is this event sponsored by a Columbia University department, center or office?	<input type="text"/>
Sponsoring Department, Center or Office:	<input type="text"/>
Event Date:	<input type="text"/>
Is this event open to the public?	<input type="text"/>

Agreement and Payment:

- I have read the CUMC digital bulletin board policy and understand that CUMC Events reserves the right to make decisions about what is and isn't appropriate for posting, and when a posting will appear in the announcement rotation.
- I understand that there is a \$100.00 posting fee and that I must submit my ARC information.
- I will provide the ARC Approver with a copy of this form to make him/her aware of the forthcoming expense. I understand that if the approver does not approve or respond to the inter-departmental invoice and CUMC Events is required to re-submit as a journal entry, the same account will be
- assessed a processing fee of \$50.00. (Please note that signage billed to a grant account requires additional approval from a Central Admin approver. Please include them in this notification.)

Account Information:

GL Unit:	<input type="text"/>	Account:	<input type="text"/>	Dept:	<input type="text"/>	PC BU:	<input type="text"/>
Project:	<input type="text"/>	Activity:	<input type="text"/>	Initiative:	<input type="text"/>	Segment:	<input type="text"/>
Site:	<input type="text"/>	Fund:	<input type="text"/>	Function:	<input type="text"/>		