

Digital Signage: Student 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 student_posting@columbia.edu. If you are experiencing difficulty using or emailing the form, please contact Marsha Martinez at student_posting@columbia.edu.

Basic Information

Suitable events include all those that are affiliated with a registered CUMC (or CU) club or group.

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

- Events sponsored by clubs not affiliated with CUMC or CU
- Events that are invitation only
- Courses
- Off-campus events (unless they are sponsored by the University)

Requestor Information

Name:

Email:

CUMC School Affiliation:

Phone:

Event Information

Event Name:

Event Type:

Is this event sponsored by a Columbia University student club or group?

Sponsoring school, club or group:

Event Date:

Is this event open to the CUMC student body?

Agreement

- I have read the CUMC digital bulletin board policy for students 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.