**Clubs and societies - Event Promotions Guidelines**

**Promotions**

* APU Student Affairs Website
* Webspace
* Posters
* Facebook

**Webspace**

* Jpeg format
* Date
* Time
* Event
* Contact person
* Location

**Posters**

* No posters are allowed to be pasted around the campus.

**Campus Promotion Banner/Poster Size**

|  |  |  |  |
| --- | --- | --- | --- |
| **Channel**  | **Resolution**  | **Layout**  | nabeelabdullah.marshall@gmail.com |
| Campus TV  | 1280px (w) x 780px (h) | Landscape |
| Campus Vertical LED Screen  | 640px (w) x 1080px (h) | Portrait  |
| Campus Atrium LED Screen  | HD  | Landscape  |
| Student Affairs Website  | 970px (w) x 370px (h) | Landscape  |

**Facebook**

* Send a jpeg file to Nabeel Abdullah at nabeelabdullah.marshall@gmail.com

**Requested by : Approved by :**

**Date : Date :**

**Signature : Signature :**

***Note: WEBSPACE/FACEBOOK/SPOTLIGHT will be treated as a single platform to advertise the event
(Ignore the quantity)***

***Forms must be submitted at least TWO WEEKS before the event.***