**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](mailto: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](mailto: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.***