Coop Plasma Screens Guidelines

The Coop plasma screens are intended to promote upcoming student events and highlight past events to the campus community.

For CLSI to include your information on a plasma screen: the event must be hosted by a recognized student organization or an office within the Dean of the College cluster and be open to the campus community. All other organization or department requests must be submitted through the Communications Office.

Acceptable submissions include:

**Text**
Fill out the webform at [www.Colgate.edu/clsi](http://www.Colgate.edu/clsi) or Send an e-mail to plasmascreens@colgate.edu with information about your event. The text must be formatted this way:

Name of Event  
Time/Date  
Location  
Brief description of event (10 to 12 words maximum)  
For more information: Email Address

Example:

The Nutcracker  
7 p.m. Friday, Nov. 30  
Brehmer Theater  
Colgate Ballet Co. presents holiday favorite featuring Colgate and Hamilton students  
For more information contact: gvictory@colgate.edu

**Videos**
Files must be Windows Media (.avi) and less than two minutes in length. (Audio will only play from 8 am until 8pm daily, with a break from 12-1 pm each day)  
Email content to: plasmascreens@colgate.edu

**Posters**
Make a jpeg or .gif of your event poster. This is a quick and easy way to use your poster in multiple ways and ensure consistent branding of your event.  
Email content to: plasmascreens@colgate.edu
**PowerPoints**
Create one slide with the following information
Name of Event
Time/Date
Location
Brief description of event (10 to 12 words maximum)
Student Organization/Office Name
Contact Person (for more information)

Email content to: plasmascreens@colgate.edu

**Deadlines**
The screens will be updated each Tuesday and Thursdays each week. Materials must be submitted **at least 10 days** before an event to be included. **CLSI reserves the right to edit or deny any posting deemed inappropriate or offensive.**