

## Media Wall Request Form

### **Guidelines for Media Wall Usage:**

1. Flyers and images must be landscape
2. Flyers and images must be formatted as JPG, GIF, PNG, BMP, or TIF **only**
3. Image dimensions for flyers and images needs to be **1920 x 1080 pixels**. Otherwise, the content will be stretched to fit the TV and will alter design
4. File name must **only** include letters and numbers
5. The Media Wall includes video and sound; video files that are supported for playback are: Mov, MP4 (H.264 Encoded), and WMV on Windows 7 and Windows 8.1; WMV and MPEG on Windows XP
6. May not include copyrighted materials
7. Content must be original, no plagiarism
8. Content cannot advertise: alcohol; tobacco products; false, misleading or illegal activities; political affiliation; marketing for health insurance or credit cards; or any goods or services that violate any College/CUNY policy or procedure or are incompatible with their mission
9. Please allow 24-48 hours for your Media Wall request to be processed

To display content on the Media Wall, please fill out this request form and email it with all necessary attachments to [psamsoondar@jjay.cuny.edu](mailto:psamsoondar@jjay.cuny.edu).

**Name of File:** \_\_\_\_\_

**Display Start Date:** \_\_\_\_\_

**Display End Date:** \_\_\_\_\_

**Display Timeframe:** \_\_\_\_\_