

## ECTV Submission Guidelines

Updated March 2021

Student clubs and organizations, as well as faculty and staff, may submit event information to be displayed on ECTV. The new guidelines to submit requests for ECTV are as follows. Please reach out to the Office of Student Life ([studentservices@eureka.edu](mailto:studentservices@eureka.edu)) with any questions.

To submit information for an event, please email [studentservices@eureka.edu](mailto:studentservices@eureka.edu) with the following information. Please note that designing a slide is no longer necessary, as long as all of the following information is included in the email.

- Name of the event
- Description of the event
- Time
- Date
- Location
- Contact information for anyone who may want to request accommodations
  - Name, phone number and email address
- Date that the flyer should be removed from the ECTV

To submit a slide to be uploaded to ECTV:

- Slide must be submitted as a jpg or png
- Slide must have the following measurements: **3840x2160 pixels**
- Must include all of the above information

If submitting a pre-made slide, please include dates the flyer should be removed from the ECTV. Please allow OSL Staff at least three business days of advance notice of any information you need to be posted. If you have any questions, please contact the Office of Student Life.