

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.

Name of File: _____

Display Start Date: _____

Display End Date: _____

Display Timeframe: _____