

Instructions for TV Video Monitor Requests Axis System

- 1. Create a (landscape orientation) PowerPoint slide with the event information and attach it in an email to ALL members of the Marketing Team:**

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Be sure to include the date range the slide is to be posted in your email.

2. If a room is required for the event please be sure it is approved by The Facilities Scheduling Office before submitting your request.
3. Your request will be processed once it has been approved.
4. Please do not include the NVCC logo or non-discrimination statement on Axis slides.

Instructions for Event Flyers for Bulletin Boards **Email the flyer to the Marketing Team for approval.**

Be sure to include the date that the poster is to be removed.

1. Create a flyer advertising your event. Please note **all flyers must include the NVCC logo and non-discrimination statement and may not to exceed 8 ½" X 11"**. If you need these elements, please email Marketing for them.
2. If a room is required for the event please be sure it is approved by The Facilities Scheduling Office before submitting your request.
3. Once approved the poster will be stamped with the OCM approval stamp and it will be returned to the sender for duplicating and posting.
4. **Posters need to be removed by the requester on the removal date.**

***Templates for monitor slides and flyers are available.**