

VEC Digital Signage: Student Request Form

Instructions: Once you have completed reviewing our policy, fill out this form in its entirety. Incomplete forms will not be considered. Once the form is completed, save and email it to **VEC_posting@cumc.columbia.edu** along with your sign file. If you are experiencing difficulty using or emailing the form, please contact Cameel Singh at VEC_posting@cumc.columbia.edu.

Basic Information

Suitable events include all those that are affiliated with a registered P&S club or group.

Examples of events that are not suitable for posting on the screens include:

- * Events that are invitation only
- * Courses / curricular events
- * Off-campus events (unless sponsored by P&S)

Requestor Information

Name:

Email:

P&S Club/Group Affiliation:

Event Information

Event Name:

Event Type:

Sponsoring club or group:

Event Date(s):

Is this event open to the P&S student body?

Agreement

I have read the VEC digital signage policy for students and understand that the Office of Medical Education reserves the right to make decisions about what is and isn't appropriate for posting, and when a posting will appear in the announcement rotation.