

Lobby Monitors

If you have a flyer that you would like displayed on the Owen lobby monitors, the OSGA or the Marketing and Communications department can assist you. Please refer to the following steps for our current process.

1. Create your flyer using PowerPoint.
 - a. Use the **landscape orientation** (16x9) and include all relevant details:
 - i. Name of event
 - ii. Date and Location
 - iii. Host program or club
 - iv. Description of event (optional).

FOR STUDENTS:

Send powerpoint via email to OSGA@owen.vanderbilt.edu with the following subject line: Lobby Monitor Request for MM/DD/YY – MM/DD/YY).

- b. Fill in start and end dates
 - c. If you'd like the flyer to run for a specific time period that's shorter than 24 hours, please specify the date and start and finish times
2. Submit files by 5:00PM, 2 business days before they will appear. For an announcement to start Monday morning, you must submit it by Thursday at 5:00PM.

FOR FACULTY & STAFF:

Send powerpoint via email to ann.robinson@owen.vanderbilt.edu with the following subject line: Lobby Monitor Request for MM/DD/YY – MM/DD/YY).

- a. Fill in start and end dates
 - b. If you'd like the flyer to run for a specific time period that's shorter than 24 hours, please specify the date and start and finish times
3. Submit files by 5:00PM, 2 business days before they will appear. For an announcement to start Monday morning, you must submit it by Thursday at 5:00PM.

You may email Ann Robinson (ann.robinson@owen.vanderbilt.edu) with any questions, concerns, or requests.

Thank you,
Marketing and Communications
Vanderbilt Owen Graduate School of Management

Members of the Owen community can use this service to advertise club events, make announcements, and welcome guests to the school.

Materials posted on lobby slides must be:

1. Of interest to the entire Owen community or a subset thereof;
2. be consistent with Owen's efforts to build a sense of community among Owen students, faculty, staff, and alumni;
3. appropriate for viewing by all visitors to our building; and
4. legible/readable so that viewers can understand the message in 30 seconds or less (the run time for each individual appearance).

Announcements along the lines of a classified ad will not be accepted. Please use Owen Daily News for these types of messages instead.

All content is subject to approval. Slide content should be professional and appropriate.

If you have any questions, send an email to Ann Robinson.