

Instructions for TV Video Monitor Requests Axis System

- 1. Create a (landscape orientation) PowerPoint slide with the information and attach it in an email to the Marketing Team below as we all oversee the Axis system.**

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

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.

Instructions for Posting on Bulletin Boards **Email the poster to the Marketing Team above or bring/send the poster to K511**

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

1. If a room is required for the event please be sure it is approved by The Facilities Scheduling Office before submitting your request.
2. Once approved the poster will be stamped with the OCE approval stamp and you will be notified that the poster could be duplicated for posting.
3. **Posters need to be removed by the requester on the removal date and Posters should not exceed 8 ½" x 11.**

NOTE: All submitted publicity must contain NVCC logo and non-discrimination form.