VEC Digital Signage: 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

Announcements Suitable for Posting:
Suitable events include all those that are either sponsored or co-sponsored by a CUMC, CU department, center or office.

Examples of events that are **not** suitable for posting on the screens include:
  * Lectures, seminars, or symposia that are invitation only
  * Courses
  * Guest appearances by faculty, staff, or students at other institutions outside Columbia
  * Administrative or other meetings among a group of faculty, staff, or students that are closed to
    others

Requestor Information

Name:

Email:

Phone:

Event Information

Event Name:

Event Type:

Is this event sponsored by a CU department, center or office?

Sponsoring Department, Center or Office:

Event Date(s):

Is this event open to the public?

Agreement

I have read the VEC digital signage policy 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.