Digital Bulletin Board Policy

Law school students, faculty and staff may submit posters for display on the Digital Bulletin Boards in Worrell. We also accept posters from other Wake Forest University schools, departments, offices, programs or organizations as space permits.

Posting Guidelines

- Posters will be displayed for 1 week.
- If a poster is advertising an event, it will be posted 1 week before the event. All other posters will be posted for 1 week when they are received unless a specific start date is provided.
- Similar content can be displayed indefinitely so long as unique posters are submitted each week.
- The same poster can be resubmitted 4 times per semester and will be displayed for a maximum of 4 weeks in a single semester. Posters will not be displayed continuously. There must be a minimum of a 1 week gap between each posting.
- Posters directly related to the law school will be prioritized over other posters.
- The law school administration reserves the right to override the regular poster rotation for special announcements and events.

Submission Requirements

- Posters may be submitted by email to lawhelp@wfu.edu
- Posters should be submitted a minimum of 3 business days before the desired posting date.
- Requests to post updated posters because of event date, time or location changes will be handled as quickly as possible. However, last minute poster submissions will not be handled
with urgency since this is disruptive to the operation of the law school IT Department.

- Event posters must include the name of the event sponsor. Posters will only be accepted for events sponsored by a Wake Forest University school, department, office, program or organization.

- Text must be large enough and have sufficient contrast against the background that it can be easily read from a reasonable distance. We evaluate submissions against the guidelines published in the 2010 Americans with Disabilities Act (ADA) Standards for Accessible Design.

- A PowerPoint template is available at wfu.law/signage that can be used to create posters.

- Posters may also be submitted in PNG, JPG or GIF format.

- Posters must be 1920 (width) x 1080 (height) pixels. Posters that do not meet these requirements will not be posted.

Questions concerning this policy should be directed to the IT Department Help Desk at lawhelp@wfu.edu or 336-758-4300.