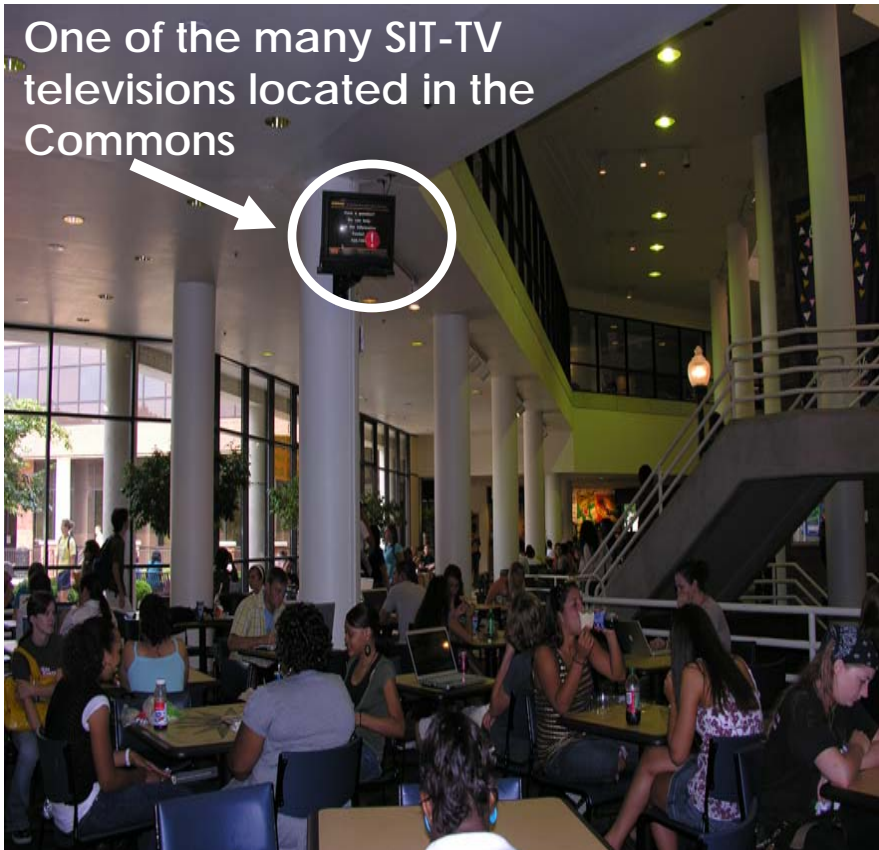


1. SIT-TV (“Stay In Touch” Television)

*These are the televisions all over the Commons and Hunton Student Center that display informational slides

One of the many SIT-TV televisions located in the Commons



*Look at how many students it can reach... and this is only **ONE** location.

Directions for how to use SIT – TV:

STEP 1: Develop a **VERY BASIC** PowerPoint slide that includes:

- The event name
- Date
- Location
- Phone number or Email address that one can contact for more information
- You can include a graphic on the slide as well, as long as it is relatively large and clear

WHEN DESIGNING YOUR SLIDE, BE SURE TO KEEP IN MIND:

1. Because the TV screens throughout the Commons are small and the resolution is poor- **your slide needs to be SIMPLE and TO THE POINT**
2. USC&A may edit your slide if necessary
3. Inappropriate slides will not be posted

STEP 2: Email the PowerPoint slide to the USC&A **AT LEAST 5 DAYS PRIOR** to your event- contactusca@vcu.edu

SIT – TV Slide Example:

*Please notice how SIMPLE and BASIC it is

Come and join VCU's one and ONLY
PANCAKE CLUB!



Information Session: 9/26

Forum Room in the
Student Commons

6:00 pm – 8:00 pm

For more information:
call 555 – 6789