

# Digital Signage Reservation Form

PLEASE FILL OUT THE ENTIRE FORM AND RETURN TO THE CPC CONTACT AT LEAST 4 BUSINESS DAYS PRIOR TO THE FIRST AD RUN DATE.

## Part 1 - Contact Information

Company/Dept	
Contact Name	
Address	
City	
State	
Phone	
Email	
Website	

## Part 2 - Billing Information

Account Type	CPC	CPF	STATE	ASI
Fund (2 ALPHA/3 NUM)				
Program (5 CHAR)				
Project (1A/5N)				
Dept ID (6 N)				
Class (2A/3N)				
Org Key (5N)				
Object Code (6N)				

## Part 3 - Advertising Space Reservation

UU PLAZA DIGITAL WALL	Start Date	Run Duration	End Date	Ad Duration (10, 20, 30 sec)	Description	Price per Ad
		2 WEEKS				
		2 WEEKS				
		2 WEEKS				
		2 WEEKS				

  

COMMERCIAL MONITORS	Start Date	Run Duration	End Date	Ad Duration	Description	Price per Ad
		2 WEEKS				
		2 WEEKS				
		2 WEEKS				
		2 WEEKS				

**TOTAL COST**

## Part 4 - Authorization

All ad requests or advertising is subject to the CPC Digital Advertising Terms and Conditions ([www.educationalwebservices.com/digitaladvertising/](http://www.educationalwebservices.com/digitaladvertising/)). By signing below, you are agreeing to the terms of this program. Please submit the completed form to confirm the reservation and return to CPC **at least 4 business days** prior to the first day of the advertisement run, indicated on this order form. Client signature must be an authorized signer of the account.

Client Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Part 5 - Contact & Submission Information

Completed reservation forms must be received at least 4 business days (Mon-Fri, excluding holidays). Artwork must be received at least 2 business days prior to the first ad run day.

### Program Contact

Ellen Curtis, Director of Marketing and Communications  
Cal Poly Corporation  
E-Mail: [cpcmedia@calpoly.edu](mailto:cpcmedia@calpoly.edu)  
Phone: (805) 756 - 1427

### Artwork Specifications

Commercial Monitor Size: 1280px by 768 px and 1280 x 608  
Plaza Digital Wall Size: 1920px by 1620px  
File Size: Less than 5MB  
File Type: High-res JPEG. 72 dpi