Dear Staff:

As you know, we have several flat screen TVs in high traffic areas throughout the building that are great for sharing important messages about upcoming events.  If you are interested in having something posted, please review the following expectations and save this email for future reference.  Please be aware that slides will be updated on a weekly basis.

1. Send a single PowerPoint slide, as an attachment, via email to Steve Selby and John Saverase and **cc: Andi (Andrea) Stott** no later than Thursday at 8am to be active the following Monday.
2. In the email, please indicate the requested start date and end date.  Slide requests can be sent anytime in preparation for future events, but you must indicate the start and end date.  This will allow us to make sure all advertisements are current.  In most cases, slides shouldn’t be posted more than a month in advance of the event.

Start date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

End date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please insure that your slides are free of spelling errors and be reminded that what you send is exactly what you will see.  With that in mind, you are encouraged to work to make your slides as visually appealing as possible.