

UNION FOOD COURT DIGITAL SCREEN REQUEST FORM

Organization: _____

Responsible contact: _____

Phone: _____

Fax (MUST HAVE): _____

Space reservation dates:

(5 days only - will be displayed Monday through Friday)

How it works...

FIRST: Make digital screen reservation through the Chartwells office in Union 104, fax to 575-2997 or email Kenzie Cvar (macvar@uark.edu) It is best to reserve a month in advance.

SECOND: Artwork must be approved through the Chartwells office in Union 104, faxed to 575-2997 or emailed to macvar@uark.edu. Once approved, we will send it to food court director.

Requesters **MUST** :

- Be an RSO or campus department or affiliate
- Digital content must be for a campus event or fundraising
- The sponsor's name or logo must be displayed in the artwork

Digital screen dimensions - 1920px H x 1080px W

- This section completed by campus dining -

Approved dates: _____

Authorized by: _____

chartwells
where hungry minds gather

