



Student Union PCS Order Form

Located in the Student Union Memorial Center, next to the Post Office.
520-621-5305 • fdesign@email.arizona.edu



Fill out form and email to:
fdesign@email.arizona.edu
or drop your order off at
Fast Design.

Important:

Please email "ATTN:PCS"
in the subject. Not doing
so could result in a missed
message or delays.

Provide your file and
photos. If you don't have
a file or photos, please
enter your message in the
space provided below.

Customer Name:		Phone:
File Name:		Photos: [] Yes [] No File Name:
Dept/Org:	Email:	
Requested Run Date:		
* * * Fast Design Use Only * * *		
Reservation Date:	Display Date:	
	Remove Date:	
Notes:		

Remember: your ad will be displayed for 5 seconds, keep your message concise.

Arizona Student Unions' Passive Communication Screen (PCS) Usage Policy

The Passive Communication Screens are a valuable communication tool for the Arizona Student Unions' staff. They are intended to provide information relevant to all staff, items that require attention, and to celebrate the staff and our accomplishments. While it seems that with such intent the use of the screens could be exhaustive, the Communications Committee has established this PCS Policy to help manage and regulate content so that the screens don't act as a distraction or cause delay in our daily operations.

1. The PCS templates run on 5-second transitions. For this reason the number of slides per week in rotation will be limited to 5 slides. Exceptions will only be made in the case that important deadlines are approaching.
2. All slide content must be approved by the Communications Committee prior to being displayed. Slides will be designed and uploaded by Arizona Student Unions marketing staff only.
3. Approved content must be submitted in final draft to the communications committee no less than 10 business days prior to expected run date to allow time for design, input and any necessary language translation. (New content is uploaded

every Monday). Proofs are available on request and final artwork must be approved no later than two business days prior to run date. Proofs will be emailed to address provided by contributor.

4. Newsletter: Items that are not concise or timely as those chosen for the PCS system are often better suited to the Newsletter produced by the Communications Committee every other month. Submissions are always welcome at azstudentunions@gmail.com .
5. If you submit information for the PCS system you may be asked to expand on the information for the newsletter in addition to or in lieu of a screen display.
6. Slides may remain on the PCS for one (1) week or the day after the event, whichever comes first. PCS items are displayed on a first come first serve basis.
7. No outside departments, vendors or agencies may utilize the PCS system unless the Executive Director of the Arizona Student Unions has authorized them.

For more information, please email the Communications Committee at
azstudentunions@gmail.com