

## Campus Attractions Movie Preview Guidelines

The Campus Attractions Films Committee is providing a way for student organizations and departments to promote their events on campus. Before the selected movie is played during the week on Wednesday, Friday, and Saturday, a slide show is run to promote other Campus Attractions events. This opportunity is also available to student organizations and departments under the following guidelines:

- Promoting a certain organization or department will not be permitted. **Previews must be promoting an event** with a specified date and time of the event.
- Standard events will be allowed to preview for 2 full weeks.
  - This would include the Wednesday before the event if the event was on a Thursday.
- Special events (Homecoming, Battle of the Bands, etc.) will be allowed 4 weeks of previews with the same Thursday/Friday event standard.
- Events must be on NDSU campus.
- NDSU student organizations or departments wishing to promote their event must fill out an application that will be due by Tuesday at 5pm the week before they wish to show the preview.
  - Preview slots will be granted on a first come first serve basis.
  - A jpeg of the image with pixel dimensions of 972w by 540 h should also be submitted by 5pm on that Tuesday via email at **nds.ca.films@nds.edu**
    - Video files that will promote the event will also be acceptable along with the image.
  - Applications will be available in the CA Office or online via the films website.
    - Applications can be turned into the CA office or via email at **nds.ca.films@nds.edu**
- For student organizations, applicants must be recognized as a North Dakota State University student organization and the organization must be in good standing on campus unless approved by the Films coordinator.
- For NDSU departments, applicants only need to be approved by the Films Coordinator.
- Student organizations and NDSU departments will be able to promote 1 event per semester.
- Events that occur at the same time and date of a CA event will not be promoted.
- Campus Attractions has final say on whether or not to promote the event.

Campus Attractions representatives will review all movie preview applications regarding adherence to rules and their decisions are final. Failure to comply with any section of the policy will automatically disqualify the application from movie previews. Any application policies or containing content that violates the NDSU Code of Student Conduct or Campus Attractions Mission will be denied or removed at that time.



## Campus Attractions Movie Preview Application

Student Organization/NDSU Department: \_\_\_\_\_

Contact Person: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Event Title: \_\_\_\_\_

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

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Office Use Only:			
Staff Member:	_____	Date: _____	Time: _____
Graphic/Jpeg Included:	Yes	No	