

# Submitting items for the Imig Music Digital Sign

College of Music faculty and staff are invited to submit images promoting College of Music events for display on the flatscreen television outside Grusin Music Hall.

## Instructions

- Download the new 16x9 PowerPoint template on the [Scheduling and Promotion](#) page of the website
- Edit text and add a photo to the template
  - Please put dates and times in the format: Monday, Sept. 12 at 3 p.m.
  - Try to keep the photo to the same size as the example box
- Save as a PowerPoint file (.ppt – NOT .pptx) and email to Jessie Bauters at [jessie.bauters@colorado.edu](mailto:jessie.bauters@colorado.edu)

## Design suggestions

- You can change text and background colors, but keep in mind that it must be readable on the screen. Avoid light-colored backgrounds.
- Each image is displayed for 20 seconds, so make sure all text is succinct enough to be read in a short amount of time

*Please limit your event submissions to official College of Music events, including guest artist recitals, master classes and lectures. All ensemble concerts and Faculty Tuesday events will already be promoted. Due to volume, we cannot promote student recitals in the digital sign.*

If you have any questions, email Jessie at [jessie.bauters@colorado.edu](mailto:jessie.bauters@colorado.edu)