



Student Landing Page Advertisement Guidelines

- Applications **MUST** be filled out and placed in the Senate Communications Director's mailbox (located in the Leadership Lounge next to the Info Desk in the Student Union) no later than 6:00pm on Sundays for the advertisement to be featured.
- Only clubs and organizations at Siena may advertise on this page.
- The banner must be advertising an event or fundraiser. General club advertisements will not be accepted.
- Banner dimensions should be approximately **850 x 120 pixels**. The easiest way to make one is in the "Paint" program. Size can be changed in Image-->Attributes.
- Applications will *not* be accepted more than 30 days before the event or fundraiser.
- Advertisements will be displayed on a "First come, First serve" basis for the scheduled week if there are not enough available spots.
- Advertisements can only be featured 14 days in advance of the event (i.e. XYZ event on 1/14/10 can be advertised no earlier than 1/1/10).
- Advertisements will only be featured for a max of 14 days, or until the event is completed, whichever comes first.
- Each organization can only advertise once each month. (This means you can advertise the last week in March and the first week in April if you wanted, not once every 30 days).
- These are general guidelines, and the webpage manager (Senate Communications Director) reserves the right to use discretion when considering applications.
- Questions? Please e-mail Keegan Hayes at kj05haye@siena.edu with the Subject labeled "Advertisement Question"