

## Leavell Chapel LED Screen Usage Policy:

### NOBTS and Leavell College

To ensure proper usage of the LED screens in Leavell Chapel, all media elements intended to be shown on the screens are to be submitted to the Office of Communications prior to their use. This includes, but is not limited to, graphics, photos, videos, PowerPoint presentations, etc. Please submit all elements to Joseph Duke, Director of Communications, at [jduke@nobts.edu](mailto:jduke@nobts.edu).

All elements for the screens should be submitted to the Office of Communications no later than a week prior to their intended use in Leavell Chapel to allow for adequate review. Failure to submit the elements within this timeframe could result in the elements being denied approval for use.

Any external organizations should create their graphics or PowerPoint presentations with the following dimensions: 1920px X 960px. During their review, the NOBTS & Leavell College Office of Communications reserves the right to alter, update, or remove any content intended to be used on the LED screens in Leavell Chapel that does not reflect the mission or image of the institution.