FAQs

I want a job, how do I apply?

The Union has a lot of exciting student employment opportunities, including in Communications and Creative Services. Please visit the Student Staff page of our website to apply.

What are your common sizes for projects?

Digital Signage ads should be sized 1360 pixels in width by 768 pixels in height. Banners are 8 feet in width by 3 feet in height. A-frames should be sized 22 inches in width by 28 inches in height.

Can I hang up my poster or flyer in the Union?

After receiving approval from the Guest Services Desk you are allowed to hang your flyer on the bulletin boards in the Union. Be sure to seek approval first otherwise your flyer will be removed from the boards.

Will you print my thesis/class project/band poster?

We are not a copy center and do not currently offer printing assistance. Student Stores does offer these services and you can visit their facility on the third floor.

Who can request Creative Services?

Officially recognized student organizations, departments in Student Affairs, and University departments can utilize our services.

How long will the design process take?

Timelines are based on project type and will vary, but most projects require 2-4 weeks.

What information do I need to provide when I request Creative Services?
When submitting a request, please provide as much information as possible. This includes your organization’s name, billing address, email address and phone number. Please also include all information that relates to the project such as project type (poster, brochure, logo), dimensions for the project, artwork it should incorporate, colors, date you would like the project in hand, and any other details you can think of to help us with the creative process.

What file type do you require for the Digital Signage ads?

All ads must be sized to 1360 pixels wide and 768 pixels tall and submitted as a JPG or GIF.

How do I get my ad to run on that TV in the West Lounge?

ActiviTV is the digital communication system seen throughout the Union that displays still advertisements. All officially recognized student organizations and University departments have the opportunity to run ads on the screen. To submit an ad please see our Design Requests page. Fees are based on weekly ad schedules; we do not prorate. Contract rates for multiple weeks of advertising are available.

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