

# GET YOUR NEWS OR EVENT ONTO YOUR SHOP'S DIGITAL SIGN... AND BEYOND!

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## WRITE YOUR MESSAGE

### Default:

#### Headline

It needs to be 7-10 words at most and it needs to tell the whole story.

### Optional:

#### Body

If you have more to say, write a small paragraph or two. Just 2-3 short sentences, that gives the details.

### NEW BUILDING TRANSITION TEAM READY TO MAKE A DIFFERENCE AT NEW SUB AND ALUMNI CENTRE

Our new building transition team has been working at the new SUB and the Alumni Centre for the past 3 weeks. Key trades were recently assigned to the team who will—once they have their site safety orientation next week—walk through the buildings and identify how to get their larger teams ready for each particular building.

The purpose of the transition team is to get Building Operations at the table with the contractors and identify equipment, safety, and training issues before we take ownership of new buildings. By being in the building before it opens we'll also be better prepared for both our day-to-day work as well as possible concerns that the occupants may identify.

## OR EVENT

### Default:

1. Event title
2. Start date/time
3. End date/time
4. Location

### ZUMBA

11:30 am - 12:30 pm  
Friday, March 13  
USB Training Room

Example

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## DECIDE WHERE YOUR NEWS SHOWS UP

**Default:** the headline will appear on the digital sign network news ticker and the entire story will appear on the staff web page.

**Optional:** you can choose if your news appears on just your shop's digital sign/web page, or all, or any of the other shops' signs/web pages. You can also choose if you want it to go out in the weekly newsletter.

## OR EVENT

**Default:** the event will appear in the newsletter

**Optional:** you can choose if your event appears on just your shop's digital sign/web page, or all, or any of the other shops' signs/web pages.

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## SUBMIT IT FOR PUBLISHING

**By email:** [news.buildingops@ubc.ca](mailto:news.buildingops@ubc.ca).

**By web:** Use our easy submission form at [buildingoperations.ubc.ca/staff/digital-signs/](http://buildingoperations.ubc.ca/staff/digital-signs/).

**By your feet:** Walk it up to the clerical pool, they're glad to help.

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## TALK IT UP AT THE SHOP/CREW TALKS

**Optional:** Posting something to the sign network is only the beginning. For best results, make sure your news is included in your shop/crew talk so people can hear it face-to-face and ask questions.

