GOLDEN RAIN OPERATIONS

INFORMATION TECHNOLOGY SERVICES

Digital Billboards

1. PURPOSE

The purpose of this section is to establish basic policies and procedures to provide informational content to the general community, and is available to all of the Shareholders/Members of Leisure World Seal Beach.

The Digital Billboards are located in the following locations: Administration Building; Clubhouses 1, 2, 3 and 6; the Café in Building 5 and the Library.

2. TYPES OF INFORMATION TO DISPLAY

The Information Technology Services (ITS) Department is responsible for maintaining the Digital Billboards and accepts the following types of documents for display:

- Community Notices
- GRF Meeting Calendar
- Recreational Events
- Club Events
- Public Service Announcements (PSAs)

3. REQUIREMENTS FOR POSTING ON THE DIGITAL BILLBOARD

A “Request for Display” form must be filled out with the document to be displayed. The document must be pre-approved by the Recreation Manager, Publications Manager, ITS Department or the GRF Administration Office. Approved content may be posted no earlier than two weeks prior to the event, which will be taken down the day after the end-date of the event.

Priorities for display will be given to free events of community interest, and a fee based community events, if acceptable. The digital billboards will not be available to display any business-related or sales contents, nor money-raising functions.

Any exceptions will be determined by the Communications Committee.

Policy **GOLDEN RAIN FOUNDATION**
Adopted: 28 March 17 **Seal Beach, California**