



## OFFICE OF STUDENT LIFE STUDENT ACTIVITIES PUBLICITY REQUEST

All submitted requests are pending approval and availability.

Date: \_\_\_\_\_

**Student Contact Information**

Club Name: \_\_\_\_\_  
 Student Legal Name: \_\_\_\_\_  
 Budget No.: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Event Details**

Event Name: \_\_\_\_\_  
 Event Location: \_\_\_\_\_  
 Event Date (MM/DD/YY): \_\_\_\_\_  
 Event Time: \_\_\_\_\_  
 Event Description (include highlights, graphics, theme, logos, etc.):

**Print Materials Request**

Date Materials Needed: \_\_\_\_\_

**Print materials requests and proofs must be submitted at least 10 business days prior to when they are needed. Please submit designs/layouts in an editable format (Microsoft Word, Publisher, PowerPoint).**

Package Description	Quantity
Fliers 8.5" x 11" Packs of 50 (color, \$15; black-and-white, \$4.50)	
Leaflets 5.5" x 8.5" (half-sheets) Packs of 100 (color, \$15; black-and-white, \$4.50)	
Handouts 4.25" x 5.5" (quarter-sheets) Packs of 200 (color, \$15; black-and-white, \$4.50)	

Other printing requests:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The Office of Student Life will pay for up to two packages. Any additional packages or printing will be charged to club budgets.

Office Use Only		
Completed by Marketing Assistant	Date: _____	Initials: _____