



The Office of Student Life & Leadership Development PUBLICITY REQUEST FORM

PLEASE ALLOW A MINIMUM OF 2-3 WEEKS (10-15 WORKING DAYS) TO COMPLETE YOUR REQUEST.
TIME REQUIRED FOR LARGER PROJECTS WILL BE DETERMINED BY JOB REQUIREMENTS.

Event Title _____

Name of Organization/Club _____ Account/Project ID # _____ - _____

Your Name _____ Email _____

Authorized By (Director or Designee) _____

Date Submitted to Publications Center _____ Due Date _____

THE ABOVE INFORMATION IS MANDATORY - NO JOBS WITHOUT ACCOUNT NUMBER AND SIGNATURE!
The Publication Center is NOT responsible for cost of reprints due to proofreading errors.

Paper Size	Quantity	Color (.10/side)	Black & White (.05/side)	1 or 2-sided?
8 1/2 x 11 flyer	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
8 1/2 x 11 handbills (4 per page)	_____ pages	<input type="checkbox"/>	<input type="checkbox"/>	_____
8 1/2 x 11 invitations (2 per page)	_____ pages	<input type="checkbox"/>	<input type="checkbox"/>	(2-sided)
8 1/2 x 11 program	_____	<input type="checkbox"/>	<input type="checkbox"/>	(2-sided)
8 1/2 x 11 buttons (6 per page) (In addition to charge for copies, there is a .20 per button charge)	_____ pages	<input type="checkbox"/>	<input type="checkbox"/>	(1-sided)
11 x 17 flyers	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
12 x 18 flyer	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
17 x 22 poster (\$8/ea.)	_____	<input type="checkbox"/>	<input type="checkbox"/>	(1-sided)
22 x 34 poster (\$16/ea.)	_____	<input type="checkbox"/>	<input type="checkbox"/>	(1-sided)
8 1/2 x 11 3-fold brochure	_____	<input type="checkbox"/>	<input type="checkbox"/>	(2-sided)

***SPECIAL PROJECTS MUST HAVE PRE-APPROVAL FROM THE DIRECTOR.**

*OTHER: _____

Approved By: _____

Director, Campus Center

Date