



The Office of Student Life PUBLICITY MATERIAL REQUEST FORM



(Please submit form 3 weeks prior to event date for processing time)

(If the material you are publicizing is tied to an event, you must submit an Event Request Form with this request to be considered for approval.)

Person Submitting Request: _____ Position/Title: _____
Phone Number: _____ E-mail: _____

1. Publicity material information:

Club/Organization/Office sponsoring the event: _____

Title of the event: _____

Where is the event: _____

When is the event (Day/Time): _____

2. **Please attach a copy of the flier you would like posted on the campus bulletin boards. (To post fliers on bulletin boards across campus, 30 copies are needed.)**

3. Please list your student club copy code if copies are needed: _____

(You can also submit an electronic copy of your flier if needed via e-mail to slevents@lorainccc.edu. If your flier is approved and copies are needed, your student club copy code will be charged to make copies of the flier.)

4. The date you want information publicized: _____

5. Please check all modes of publication you would like below along with quantities if needed:

Flyer (8.5 x 11) _____ Quantity

Quarter Sheets _____ Quantity

“Got News” electronic publicity:

Student Newsletter

LCCC Flat Screens

Other (please explain)

Signature: _____ Date: _____

<p><i>For Office Use Only:</i> <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved</p> <p>Manager of Student Life’s Signature: _____ Date: _____</p> <p>Club/Organization Notified by: <input type="checkbox"/> E-mail <input type="checkbox"/> Phone <input type="checkbox"/> In Person Date: _____ Initial: _____</p>
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