



The Office of Student Life PUBLICITY MATERIAL REQUEST FORM



Person Submitting Request: _____ Position: _____

Phone Number: _____ E-mail: _____

1. Event Name: _____ Event date: _____

2. Publicity material information:

Club/Organization sponsoring the event: _____

Title of the event: _____

Where is the event: _____

When is the event: _____

3. Message (20 words or less): _____

4. Date the publicity material is needed by: _____

5. Type of publicity material requested: (Must allow 1 week for processing)

Poster (11 x17) Flyer (8.5 x 11) Half Sheets Quarter Sheets

Lamination Student E-Newsletter Flat Screen TV's Website

Other (please explain) _____

Signature: _____ Date: _____

Accepted formats are JPEG, TARGA, TIFF, PNG, BMP, PDF, PSD, (PUBLISHER and WORD DOCUMENTS must be submitted in exact size requested.)

Email your artwork to Shawna Johnson at sjohnson@lorainccc.edu or Laura Nash at lnash@lorainccc.edu.

For Office Use Only: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Received By Student Life Office: _____	Date: _____
Approved By: _____	Date: _____
Completed By: _____	Date: _____
Copy Code: _____	# Of Copies: _____