



## Office of Student Life

### PUBLICITY MATERIAL REQUEST FORM

CLUBS MUST **ALLOW 2-3 WEEKS** PRIOR TO EVENT DATE FOR PROCESSING THIS REQUEST

IF THIS PUBLICITY REQUEST IS **ASSOCIATED TO AN EVENT**, YOU **MUST** SUBMIT AN EVENT REQUEST FORM WITH THIS REQUEST TO BE CONSIDERED FOR APPROVAL

#### REQUESTOR INFORMATION

Name of Club/Organization: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_

Position/ Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

#### EVENT INFORMATION

Name of Event: \_\_\_\_\_

Date of Event(MM/DD/YY): \_\_\_\_\_

Time of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

#### PUBLICITY DETAILS

Please Print the Information Describing the Event for The Publicity:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Date You Want the Publicity to Begin: \_\_\_\_\_

If advertising a flyer, please attach a copy of the flyer or submit an electronic copy of your flyer to: [slevents@lorainccc.edu](mailto:slevents@lorainccc.edu). (PLEASE NOTE: To post flyers on bulletin boards across campus, **39 copies** will be needed. Your student club copy code will be charged to make the requested copies of the flyer.)

- Please list your student club copy code if copies are needed: \_\_\_\_\_

Please Check **All** Modes of Publication You Would Like Below Along with Quantities If Needed:

- Flyer (8.5x11)    Quantity \_\_\_\_\_     Post on Campus Bulletin Boards
- Place Copies in Club Mailbox
- Quarter Sheets    Quantity \_\_\_\_\_     Place Copies in Club Mailbox

#### "GOT NEWS" PUBLICITY

- LCCC Flat Screens     Student Newsletter     LCCC Cable TV     Public Event Calendar
- LCCC Web Site     LCCC Marquee     Facebook & Twitter     Press Release

NOTE: ADVERTISEMENT MODES CHECKED FOR "GOT NEWS" OPTIONS ARE AT THE DISCRETION OF THE MARKETING DEPARTMENT

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

**OFFICE USE ONLY**

Approved

Not Approved

Student Life's Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Club/Organization Notified by:  E-mail  Phone  In Person Date: \_\_\_\_\_ Initial: \_\_\_\_\_

Revised 2/5/17