



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. (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