Print Media Request Form

Requestor: -
Request Date: -
Date of Event: -
Edited copy approved by requestor and their supervisor: -

Media Type and Size:
- ☐ Flyer (8.5x11’’)
- ☐ Poster (11x17”)
- ☐ Poster (25.5x33”)
- ☐ Digital Screen Ad (1920x1080px – 16:9)

- ☐ Brochure
- ☐ Booklet
- ☐ Mailer
- ☐ Banner

Media Information:
Event Title: -
Date(s): -
Time: -
Location: -

Requirements
Supported by Student Activity Fees:
- ☐ Yes ☐ No

ADA Lines Included:
- ☐ Yes ☐ No

Additional information:
Department Name: -
Phone number: -
Web address: -
Social media addresses: -
Facebook: -
Twitter: -
Instagram: -
Other (please specify): -

Collaborators:
If collaborating, which departmental logo is being used?
- ☐ Yes ☐ No

Additional visual icons:
- ☐ Yes ☐ No

Does requesting department have permission to use icons:
- ☐ Yes ☐ No

Images provided:
- ☐ Yes ☐ No

Does requesting department have permission to use images:
- ☐ Yes ☐ No

*All requests must be made 5 weeks prior to due date.

Additional or supporting text: -

Design concept suggestions or ideas: -