

Complete & Return to  
University Activities

# STUDENT ORGANIZATIONS Promotion Request

Complete the entire  
form in order to assure  
efficient processing.  
Thank You!

Today's Date \_\_\_\_\_

Contact \_\_\_\_\_

Phone \_\_\_\_\_

Organization \_\_\_\_\_

E-mail \_\_\_\_\_

Title of Event \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

Location \_\_\_\_\_

Event Sponsored by \_\_\_\_\_


Phone \_\_\_\_\_

Ticket Price \_\_\_\_\_

Tickets Available at \_\_\_\_\_

1st Edit By \_\_\_\_\_

Project Due Date \_\_\_\_\_

Promotional Material	Quantity	Issue Date
<input type="checkbox"/> Ranger News Ad: <input type="checkbox"/> 1/8 <input type="checkbox"/> 1/4 <input type="checkbox"/> 1/2 <input type="checkbox"/> 3/4 <input type="checkbox"/> Full Pg.		_____
<input type="checkbox"/> Banner: (Larger Than 24"x36")		_____
<input type="checkbox"/> Brochure: number of panels <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4		_____
<input type="checkbox"/> Flyers: <input type="checkbox"/> 8.5 x 11 letter <input type="checkbox"/> 8.5 x 14 legal		_____
<input type="checkbox"/> Handbills: number per page (circle) 2 3 4 5 6		_____
<input type="checkbox"/> Table Tent: (circle # of sides) 2 3 4 Brickstone		_____
<input type="checkbox"/> Poster: <input type="checkbox"/> 11 x 17 <input type="checkbox"/> 24x36		_____
<input type="checkbox"/> Pro Image Poster		_____
<input type="checkbox"/> Other _____		_____
Color: <input type="checkbox"/> Black & White <input type="checkbox"/> Color(s) _____		
Print at: <input type="checkbox"/> Duplicating <input type="checkbox"/> University Graphics		
Attached: <input type="checkbox"/> Artwork <input type="checkbox"/> Copy <input type="checkbox"/> Photographs		
<b>IDEA FOR DESIGN:</b> Write or Draw on back _____ 		

**Office Use Only**

Designer \_\_\_\_\_

Date Finished \_\_\_\_\_

Time \_\_\_\_\_