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| Request for newspaper advertising and press releases should be submitted at least four weeks prior to event date. All other PR and Marketing requests are due three weeks prior to specified project deadline (complete below). |

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| --- | --- | --- |
| Name of Requestor | Date | Project/Event Title |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

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| --- | --- | --- | --- |
| Forms of Publication Requested (select all that apply) | | | |
|  | Newspapers |  | Social Media |
|  | Radio |  | Newsletter |
|  | Flyer |  | Website |
| Other Click here to enter text. | | | |

|  |  |  |
| --- | --- | --- |
| Print Materials Requested | | |
| Size | Quantity | Date Needed |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

|  |  |  |
| --- | --- | --- |
| Event Location | | |
| Campus | Building | Room Number |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Event Date(s) | Event Start Time | Event End Time |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

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| Please include a thorough description of your event/general information of the project you are requesting marketing for. |
| Click here to enter text. |

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| Please provide a quote here or list the person that will need to be contacted, should a quote be needed. |
| Click here to enter text. |

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| Project Deadline | Date Completed (PR and Marketing Department) |
| Click here to enter text. |  |