

# publicity request form

asb | student communications

ASB Use	
Rec'd: _____	Comp: _____
Status: _____	

This form requests ASB designed publicity for campus events. If you need publicity for an event, please fill out this form completely. After you have filled it out, please drop it off at the ASB Office, or email it to: [carahalloran@corban.edu](mailto:carahalloran@corban.edu). You will receive notification when your request has been received and completed. If you would like signs made for a non-ASB event (Organization, etc.) ASB may be able to help design them (inquire within), but the organization is responsible for copies and distribution. All campus publicity must be cleared with Cathy Downs in Student Life. If you have any questions, please do not hesitate to email Cara O'Halloran.

Publicity requests must be turned in with a **minimum of one week's notice** before the publicity start date.

today's **date** | \_\_\_\_\_

## event information

| **name** and description of event

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| **location** of event

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| **date**, time, and cost (if any) of event

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| **group** sponsoring event

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## event publicity

| **type** of publicity requested [please select maximum of 3]

- Table Topper [2" x 4" paper insert in table flipper in dining hall – updated periodically]
- Toilet Paper [Letter-sized newspaper in main bathrooms – updated 2<sup>nd</sup> and 4<sup>th</sup> Sundays each month]
- Chapel Slide [Slide rotation in chapel – based on availability. Every Monday, Wednesday, and Friday]
- Facebook Event [Group event – dependent on type of event, inquire within]
- Posters [11" x 17" or other specification].
- ASB Campus-wide email on event [sent 1 week before event unless otherwise requested]
- Other: \_\_\_\_\_

| **requested** date for publicity

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| **other** details

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| **your** name

| **number** to contact you

| **box** number

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ASB Student Communications | Cara O'Halloran, Communications Coordinator  
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