

# publicity request form

asb | student communications

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

Publicity requests for ASB events must be turned in with a minimum three working day'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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| **ASB division** sponsoring event

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## event publicity

| **type** of publicity requested

- 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]
- Posters [11" x 17" or other specification.]
- ASB Website Publicity
- 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

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