

CAMPUS CENTER PUBLICATION CENTER

PUBLICITY REQUEST FORM Building 3 • Room 129 • 585.292.2478

**PLEASE ALLOW A MINIMUM OF 2 WEEKS (10 WORKING DAYS) TO COMPLETE YOUR REQUEST.
TIME REQUIRED FOR SPECIAL REQUESTS WILL BE DETERMINED BY JOB REQUIREMENTS.**

Name & Organization/Club _____ Account # _____

Today's Date _____ Due Date: _____ Authorized By (Director or Designee) _____

THE ABOVE INFORMATION IS MANDATORY - NO JOBS WILL BE STARTED WITHOUT ACCT. NUMBER AND SIGNATURE!

Event Title: _____

Date(s) of Event: _____ Location of Event: _____

Time(s) of Event: _____

Event Sponsor(s): _____

Please attach additional information to this form (or write on the back) and turn it in with your request.

Size & Style	# of Copies	Black and White	Color	2-Sided	Paper Color Choice (May be limited by availability)	Mount	Laminate
8 1/2 x 11 Flyer	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
11 x 17 Flyer	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
1/4 Sheets 5 1/2 x 4 1/4 (4 per page)	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____		
Invitations 5 1/2 x 4 1/4	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____		
3-Fold Brochure	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____		
22 x 34 Poster	_____	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
Programs	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____		
Buttons (design only)	_____						

All "special projects" including, but not limited to, 3-fold brochures, invitations, multi-paged brochures and other projects, REQUIRE the signature of the Director of the Campus Center as the final sign off prior to printing. If you have any questions, please see your advisor.

(Director, Campus Center)

(Date)