



# CAMPUS CENTER PUBLICATIONS CENTER PUBLICITY REQUEST FORM

PLEASE ALLOW A MINIMUM OF 2-3 WEEKS (10-15 WORKING DAYS) TO COMPLETE YOUR REQUEST.  
TIME REQUIRED FOR LARGER PROJECTS WILL BE DETERMINED BY JOB REQUIREMENTS.

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

Name of Organization/Club \_\_\_\_\_ Account/Project ID # \_\_\_\_\_ - \_\_\_\_\_

Your Name \_\_\_\_\_ Email \_\_\_\_\_

Authorized By (Director or Designee) \_\_\_\_\_

Date Submitted to Publications Center \_\_\_\_\_ Due Date \_\_\_\_\_

**THE ABOVE INFORMATION IS MANDATORY - NO JOBS WITHOUT ACCOUNT NUMBER AND SIGNATURE!**  
The Publication Center is NOT responsible for cost of reprints due to proofreading errors.

| Paper Size   | Quantity    | Color (.09/side)         | Black & White (.02/side) | 1 or 2-sided? |
|--|-------------|--------------------------|--------------------------|---------------|
| 8 1/2 x 11 flyer   | _____       | <input type="checkbox"/> | <input type="checkbox"/> | _____         |
| 8 1/2 x 11 handbills ( <b>4 per page</b> )   | _____ pages | <input type="checkbox"/> | <input type="checkbox"/> | _____         |
| 8 1/2 x 11 invitations ( <b>2 per page</b> )   | _____ pages | <input type="checkbox"/> | <input type="checkbox"/> | (2-sided)     |
| 8 1/2 x 11 program   | _____       | <input type="checkbox"/> | <input type="checkbox"/> | (2-sided)     |
| 8 1/2 x 11 buttons ( <b>6 per page</b> )<br>(In addition to charge for copies,<br>there is a <b>.20 per button</b> charge) | _____ pages | <input type="checkbox"/> | <input type="checkbox"/> | (1-sided)     |
| 11 x 17 flyers   | _____       | <input type="checkbox"/> | <input type="checkbox"/> | _____         |
| 17 x 22 poster (\$8/ea.)   | _____       | <input type="checkbox"/> | <input type="checkbox"/> | (1-sided)     |
| 22 x 34 poster (\$16/ea.)  | _____       | <input type="checkbox"/> | <input type="checkbox"/> | (1-sided)     |

*\*SPECIAL PROJECTS (INCLUDING BROCHURES) MUST HAVE PRE-APPROVAL FROM THE DIRECTOR.*

\*8 1/2 x 11 3-fold brochure \_\_\_\_\_   (2-sided)

\*OTHER: \_\_\_\_\_

Approved By: \_\_\_\_\_  
Director, Campus Center Date \_\_\_\_\_