

STOCKTON | SCHOOL OF UNIVERSITY | ARTS & HUMANITIES

Graphics/Publicity Request

Name: _____ Program: _____

E-mail: _____ Phone: _____

Date Submitted: _____

PROJECT INFORMATION

Project Title: _____

Requested Delivery Date: _____

Event: _____

Sponsoring Organization(s): _____

Web Link (if applicable): _____

Date of Event: _____

Time of Event: _____

Event Location: _____

Ticket Prices (if applicable): _____

Would you like this event posted to our Social Media site(s)? Yes No

Description: _____

Graphics

Please check all that apply

<input type="checkbox"/> Flyer	<input type="checkbox"/> Poster	<input type="checkbox"/> Program Cover	Postcards: <input type="checkbox"/> 4.25 x 5.5
<input type="checkbox"/> Campus LED	<input type="checkbox"/> Campus TV Graphics	<input type="checkbox"/> Brochure/Booklets	<input type="checkbox"/> 5 x 8
<input type="checkbox"/> Photos/ Images	<input type="checkbox"/> Chart/ Graphs	<input type="checkbox"/> Banner/ Sign	<input type="checkbox"/> 5 x 9
<input type="checkbox"/> Banner Bug	<input type="checkbox"/> PowerPoint Slide	<input type="checkbox"/> Emailer	<input type="checkbox"/> 6 x 10

Please describe briefly the images you would like for your graphics request. If you have a specific photo that you would like to use, please be sure to provide that.

Publicity

Please check all that apply

____ Press Release

____ Social Media

____ Online Marketing

The press loves quotes from anyone who is participating in the event. Please provide information for 4 individuals, so they can be contacted for quotes.

For Faculty and Staff please provide:

Name: _____

Name: _____

Title: _____

Title: _____

Hometown: _____

Hometown: _____

E-mail: _____

E-mail: _____

For Students please provide:

Name: _____

Name: _____

Year/Major: _____

Year/Major: _____

Hometown: _____

Hometown: _____

E-mail: _____

E-mail: _____

Please provide the names and hometowns of all other individuals involved:

Name: _____

Name: _____

Hometown: _____

Hometown: _____

Name: _____

Name: _____

Hometown: _____

Hometown: _____