

OFFICE OF STUDENT LIFE STUDENT ACTIVITIES PUBLICITY REQUEST

ll submitted requests are pending approval and availability.	Date:
tudent Contact Information	
Club Name:	
Student Legal Name:	
Budget No.:	
Email:	
vent Details	
Event Name:	
Event Location:	
Event Date (MM/DD/YY):	
Event Time:	
Event Description (include highlights, graphics, theme, logos, etc.):	
rint Materials Request	
Date Materials Needed:	
Print materials requests and proofs must be submitted at least needed. Please submit designs/layouts in an editable format (I	
Package Description	Quantity
Fliers 8.5" x 11" Packs of 50 (color, \$15; black-and-white, \$4.50)	
Leaflets 5.5" x 8.5" (half-sheets) Packs of 100 (color, \$15; black-and	d-white, \$4.50)
Handouts 4.25" x 5.5" (quarter-sheets) Packs of 200 (color, \$15; bl	ack-and-white, \$4.50)
Other printing requests:	
The Office of Student Life will pay for up to two packages. Any add club budgets.	litional packages or printing will be charged to
Office Use Only	
Completed by Marketing Assistant Date:	Initials:

College of Central Florida does not discriminate against any person on the basis of race, color, ethnicity, religion, gender, pregnancy, age, marital status, national origin, genetic information, sexual orientation, gender identity, veteran status or disability status in its programs, activities and employment. For inquiries regarding nondiscrimination policies contact Dr. Mary Ann Begley, Director of Diversity and Inclusion – Title IX Coordinator, Ocala Campus, Building 3, Room 117H, 3001 S.W. College Road, 352-291-4410, or Equity@cf.edu.

SA-SL23MKPR www.CF.edu 352-873-5800 Revised 10/1/2018 Page 1 of

Page 1 of 1