Publicity Request Form

Sponsoring dept. /org.: ________________________________  Date: _________________

Contact Person: ________________________________  Phone #: _________________

E-Mail:  _____________________________________________________________

Event Name: _____________________________________________________________

Start Date: ________________________________     End Date: __________________________

Alternative Dates: _____________________________________________________________

Please choose one or more of the following:

Banner: reservable up to **two weeks** at a time, please drop off in AMU 245 prior to reservation date.

Easel: reservable up to **one week** at a time, please drop off in AMU 245 prior to reservation date.

Display Case: reservable up to **two weeks** at a time, dimensions = 6”W x 11.5’D x 90’L, go to info. desk or AMU 245 at time of reservation to get the display case opened.

1st floor window painting: reservable for up to **one week** at a time, groups must supply their own painting supplies; paint used must be water based tempera paints at a 4 to 1 ratio of paint to water. Cleaning supplies may be obtained at the AMU info desk to remove the displays. If display has not been removed by end date of reservation there is a $75.00 fee.

Table tents: reservable **one week** at a time, quantities: MU Place 100, Brooks Lounge 15, Brew Bayou 25, table tent must be approved and stamped by OSD 121 for student orgs. For depts. must be approved and stamped by AMU 245.

Circle desired table tent location/s:  MU Place  Brooks Lounge  Brew Bayou

(Axis TV: monitors placed throughout campus for publicity. Only campus-affiliated events are posted. Departments are to contact Ali Myszewski at ali.myszewski@mu.edu and Student Orgs. are to contact the LEAD Center (AMU 140) at 288-1598.)

Additional notes:

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