



MARQUETTE
UNIVERSITY

STUDENT DEVELOPMENT

STUDENT ORGANIZATION PUBLICITY WORK ORDER

For OSD
Internal Use
Only

Received		Initials
WO ID		

ORGANIZATION: _____

Project: _____

Date Needed: _____

Contact: _____

Phone: _____

Format Options:	Res Hall posters 11" X 17"	Quantity: _____
	Poster Easels 20" X 30"	Quantity: _____
	Poster Banner--36" X 48"	Quantity: _____
	Special Request (explain) _____	Quantity: _____

NOTE:

- The number of posters per event is limited : 9 residence hall posters, 2 university apartments, 1 banner, 1-3 easels, and 1 special requests (Exceptions made be made in special circumstances.)
- Trimming of posters is NOT included.
- The foam board backing for easels is available only by request and is also limited.
- Printing of table tents or flyers is not available through this office.
- Organizations are responsible for the design of their materials.
- Poster will only be printed if the event has been registered and approved.

EVENT INFORMATION

Title: _____

Date: _____ Place: _____ Time: _____

Admission: _____ Sponsor: _____

Special Instructions: _____

Please submit copy electronically in PDF or jpeg format via email or disk.

___ Disk provided

___ Emailed jennifer.reid@ marquette.edu