

Flyer Request Form

Requests are reviewed Friday and posted on Monday and Wednesday

Contact Name _____

Email _____

Date _____

Phone Number _____

Check all that apply: School of Business Event Student Organization Event University Event Other

Locations have limited time durations and are available on a first come first served basis according to Priority rankings*.

Rank locations by preference (1=most preferred to 5= least preferred), and indicate the time for posting (MM/DD/YY).

Attach completed form to flyer(s). ~15 Flyers will cover all locations..

Preference: 1-5

For Internal Use

___ Upper Level Elevator Vestibules – Single flyers (Floors 2-5)

o Dates (**3 Day Limit**): ____/____/____ --- ____/____/____

___ Main Hallway Bulletin Boards (Floors 2-5)

o Dates (**1 Week Limit**): ____/____/____ --- ____/____/____

___ First Floor Elevator Vestibules

o Dates (**1 Week Limit**): ____/____/____ --- ____/____/____

___ Parking Level Vestibules

o Dates (**3 Week Limit**): ____/____/____ --- ____/____/____

___ West Atrium and Huber Computer Lab Bulletin Boards

o Dates (**3 Week Limit**): ____/____/____ --- ____/____/____

Date & Initials

Additional Notes:

*Priority Rankings:

1. School of Business sanctioned events or information
2. School of Business student organization events or information
3. University events or information
4. Non-University events or information