

Center for Centers Communication Services Form

Department/Group Name: _____

Contact Name: _____

E-mail: _____ Phone: _____

Title of Event: _____

Event Description:

Event Date(s): _____ Event Time(s): _____

Event Location: _____

Target Audience: _____

Number of Attendees: _____ Admission Price: _____

Web or Communications Support Needs:

Print Invitation

Mailing List Provided: Y N

Email Invitation

Mailing List Provided: Y N

Event Flyer (\$30/100)

Kiosk Poster (\$20 ea.)

Easel Poster (\$30 ea.)

Heights Ad (1/4BW: \$300; full C: \$1600)

University Calendar Listing

Submit to Public Affairs

Website Update

Web Address: _____

Event Program Booklet (4 page: \$1.25 ea.)

Other Materials: _____

Due Date for Promo Materials: _____

Due Date for Event Materials: _____