

Promotion / Publications Request

Creation of publications / promotional materials	Laura Burkett
• Flyers, posters, brochures	
• Advertising	
Produce and release press releases	Dr. Pete Gigliotti
Student Emails	Dr. Roger Serr
• Size limited	
• No graphics	
Ship.edu "Featured Events"	Jill Heberlig
Other ship.edu placements	Justin Sentz or Mira Mattern

Title of the Event: _____

Purpose of the Event: _____

Date(s) of Event: _____ Estimated Attendance: _____

Start/End Time: _____ Cost Center: _____

Location: _____

Services Requesting (please explain):

Contact Information

Name: _____

Phone: _____

Fax: _____

Email: _____

Department: _____

Office Use Only

circle one

Date Received: _____

Approved

Denied

Name: _____

Signature: _____

Date: _____