

## 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: \_\_\_\_\_