

# Office of Student Engagement

## Publicity Request Form

Student Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Name of Event \_\_\_\_\_

Date, time, place of event \_\_\_\_\_

- **Sidewalk Chalking** – Registered student organizations can chalk messages on the campus sidewalks to promote an organizational event or meeting. Chalking should be on the sidewalk only, not on any buildings or trashcans. **You MUST PROVIDE your own chalk.** Chalking content must be approved by the Office of Student Engagement.
- **Napkin Holders** – Requests will be reserved on a first-come, first-served basis. Only one (1) organization can reserve the napkin holders at one time. The content for the exact message to be posted must be attached to this Publicity Request Form for approval. Size of advertisement is less than a half-sheet of paper with the dimensions of **6" x 4"**. Information must list organization and contact information. Once approved, requests will be logged into OSE's calendar. Napkin holders can only be placed in the Schott Dining Hall, the Underground, and the Inn-Between. **There are 200 napkin holders.**
- **Atrium Windows** – Window paintings can be reserved to promote major, campus-wide events. Only one (1) event may be publicized at a time for a maximum of one week, unless additional time is approved by the Office of Student Engagement. You must provide your own washable paint. Paintings must be removed within 24 hours of the event. **PLEASE DO NOT USE THE TOP ROW OF WINDOWS!** The exact content of each window must be attached to this Publicity Request Form. Only approved content can be painted onto the windows. Any deviation or addition must be approved by the Office of Student Engagement.
- **Stairs Publicity** – Stairs publicity can only be displayed in the D.J. Lombardo Student Center. Publicity can only be on the stairs from the Dining Hall level to the Intramural Gym level of the Student Center. Only post the publicity on the front of the steps, not the top of the steps where people place their feet. **You must use blue painter's tape.** Only one organization can have publicity on the steps a time, **for up to 48 hours.** Publicity must be removed by the student organization after that time.

*\*All publicity will be approved at the discretion of the OSE\**

Type of publicity you are requesting:

Sidewalk Chalking

Atrium Windows

Napkin Holders

Stairs Publicity

Other posting exception

**\*\*\*\*\*Please attach a copy of your publicity to the back of this form\*\*\*\*\***

### FOR OFFICE USE ONLY

APPROVED FOR THESE DATES:

NOT APPROVED

Signature and date: \_\_\_\_\_