REQUEST FOR APPROVAL TO POST MATERIALS

Please select one of the following:*

☐ Faculty  ☐ Staff  ☐ Student  ☐ Administrator

*PLEASE NOTE: Community members need to contact Nancy Gill, Director of Communication & Marketing at (805) 437-8456 or nancy.gill@csuci.edu for flyer approval.

FORM SUBMISSION PROCEDURE
1. Complete this form in its entirety.
2. Attach a sample of your marketing.
3. Bring this form along with a sample of your marketing piece to the New Student, Orientation and Transition Programs office (BT 1506). Your marketing piece will be reviewed and if no changes are necessary, we will post 20 copies that you provide.
4. If changes are required, you will be notified of the necessary edits and will need to provide revised materials.
5. Marketing pieces will be posted on Tuesdays and Thursdays ONLY.
6. Flyers will be date-stamped and remain posted for only two (2) weeks.

CONTACT INFORMATION
Event Title: ____________________________ Date: ____________
Name of Requestor: ____________________________
Requestor Phone Number: ____________________________
Requestor Email: ____________________________

REQUIRED INFORMATION ON MARKETING MATERIALS
Your marketing pieces must contain the following information.
☐ Name of Event  ☐ Price (if applicable)
☐ Date of Event  ☐ Reason for Advertisement (looking for volunteers, requesting attendance, etc.)
☐ Time of Event  ☐ Contact information (Dolphin email address, advisor extension or phone numbers)
☐ Location of Event

Signature of Requestor: ____________________________ Date: ____________
Signature of Student Life Approver: ____________________________ Date: ____________

Questions? Contact New Student, Orientation and Transition Programs at (805) 437-3160.