



REQUEST FORM

Today's Date: _____

Date to be duplicated by: _____
(at least 3 days since submission)

Date to be distributed by: _____
(at least 3 days since duplicated)

Organization/Account# _____

Contact Name/Extension/Box # _____

Event Information:

Title: _____

Date and Time: _____

Location: _____

Sponsored By: _____

Contact Person: _____

Extension and/or email: _____

Please include a brief description: _____

Ad Info

Numbers

Distribution

(Location, Pomona Campus Only)

Banners: How many? _____

Table Tents: How many? _____

Flyers: How many? _____

Other? _____ How many? _____

Please indicate any other specifications on the back. If you wish to design your own ads and only want copy and distribution, staple a copy to this sheet. Any questions, contact ASPC x18611

OR Pick-up at:

ASPC:

Office:

Org. Mailbox:

