



Advertisement Request Form

*Please submit completed form to the Center for Student Involvement
located in the University Center room 110.*

Name of Organization _____

Contact Person for the Program _____

Contact's Phone _____ Club E-mail _____

Name of Program/Event _____

Date(s) of Program/Event _____

Location of Program/Event _____

Time(s) of Program/Event _____

Who is sponsoring the program/event? _____

Brief provide a brief description or sketch of the program/event (write/draw legibly):

Please indicate where you want your event information published (check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Campus-Wide Bulletin Boards
(<u>Must</u> attach flyer to this form) | <input type="checkbox"/> Chalking
(Must provide picture &
Chalk is <i>not</i> provided.) |
| <input type="checkbox"/> AUTV
(<u>Must</u> create own flyer and
email to autv@adelphi.edu) | <input type="checkbox"/> Weekly Programming Email
(Due each <u>Thursday</u> . Attach a
separate page with date, time,
contact, location and
description) |

Attention Student Organizations:

This form must be submitted to the Center for Student Involvement and placed in the Advertisement Mailbox. *No event or program will be advertised unless this form is properly filled out and submitted in a timely fashion. All requests will be reviewed and approved at the discretion of C.S.I.*

Center for Student Involvement

University Center 110 * Adelphi University* 1 South Avenue * Garden City, NY 11530
516-877-3603 adelphi.edu/csi