

Date Submitted _____

The Focus

Sponsored by the ASEWU • Pence Union Building 303 • Cheney, WA 99004-2463 • Fax: (509) 359-4737 • Phone: (509) 359-2514

PLEASE PROVIDE **ALL** INFORMATION!

- *The Focus* is printed Monday through Friday during the academic year.
EXCEPTION: The Focus is not printed during holidays, finals week, or quarterly breaks.
- Ad forms must be submitted by **8 a.m. two business days prior** to the requested date of publication.
i.e. To print Thursday, submit by 8 a.m. Tuesday.
- Ads can only run twice. State specific date(s) to publish.
EXCEPTION: Swap Shop ads can only run once.
- To run additional days, **you must reword your ad.**
Resubmitted ads WILL NOT be printed.
- Private business and personal ads cannot be printed.
- *The Focus* staff reserves the right to edit all submissions.

OPTIONAL INFORMATION:

E-mail address: _____

Sponsor: _____

<u>REQUIRED INFORMATION:</u>

Date(s) to be published (Maximum: 2 days)

First AND last name

Phone number

Address

X
SIGNATURE

Please check the most appropriate category:

Announcements Campus Events Housing Lost and Found Meetings Opportunities Swap Shop

Information to be printed (be brief but specific—include *date, time, location* and *phone number* if applicable):

Ad Submission Form

Sorry—ads CANNOT be accepted via e-mail! ☹