



STUDENT SENATE PROMOTIONS REQUEST FORM



To Aquinas College Clubs and Organizations,

Below you will find a list of the ways the Student Senate Promotions and Advertising Team (S.P.A.T.) can help you to promote your event for the 2005-2006 academic year. To make a request please fill out all of the information at the bottom of this sheet (especially the contact number), including marking your top three preferences of how to promote your event (from “1”-most wanted, “2”-second most wanted, and “3”-third most wanted). S.P.A.T. will then select one or two of those methods to promote the event. **REQUESTS MUST BE SUBMITTED 10 DAYS PRIOR TO THE DAY YOU WOULD LIKE THE PROMOTION TO BE UP!** Only under special circumstances will late requests be fulfilled. Submit the completed form in the S.P.A.T. mailbox in the Campus Life Office in the Cook Carriage House. You may also email requests to the S.P.A.T. director as long as all of the information from this sheet is included.

THANKS!

Amy O'Neill
S.P.A.T. Director
oneilamy@aquinas.edu

OFFICE HOURS (Spring Semester)
Tuesday 12:30-2:30
Campus Life Office

<input type="checkbox"/> Poster	<input type="checkbox"/> Sidewalk Chalk
<input type="checkbox"/> ¼ Sheets in Inter-Campus Mail	<input type="checkbox"/> Campaign Signs
<input type="checkbox"/> Fliers	<input type="checkbox"/> Voice Mail
<input type="checkbox"/> Banner	<input type="checkbox"/> Moose Ad
<input type="checkbox"/> Table Tents	<input type="checkbox"/> WAQU Ad
<input type="checkbox"/> Bed Sheet	<input type="checkbox"/> Other _____

Name of Event _____

Date of Event _____ Location of Event _____

Time of Event _____ am/pm Admission Price (if any) _____

Contact Name and Number for Event _____

Club/Organization Name _____

Preferred Date of Promotion _____ Please put Any other important information on the back