



a new state of mind

SERVICE REQUEST FORM

Please complete this form and return to the Office of University Relations and Marketing by fax to (803) 516-4700, or bring by the Office located at the Ko W.G. Donma Administration Building, Suite 100. Requests must be made at least **two weeks** prior to the event to ensure proper coverage.

Requestor _____ Event Name _____

Department _____ Event Date/Time _____

Contact Number _____ Event Location _____

REQUESTED SERVICE

- | | |
|------------------------------------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> Media Release | <input type="checkbox"/> Graphic Artistry |
| <input type="checkbox"/> Photography | <input type="checkbox"/> Media Coverage Coordination |
| <input type="checkbox"/> Promotional Materials (Pencils, Bags, Etc.) | <input type="checkbox"/> Design/Layout (Brochures, Flyers, Etc.) |
| <input type="checkbox"/> Press Conference Coordination | <input type="checkbox"/> Advertisement |
| <input type="checkbox"/> Official University Statements/Announcements | <input type="checkbox"/> Press Package Preparation |
| <input type="checkbox"/> Stationery (Business Cards, Letterhead, Etc.) | <input type="checkbox"/> WSSB Radio Station |
| <input type="checkbox"/> Website/Page (Development, updates, etc.) | (DJ services \$75.00; PSA's, etc.) |

Event Description and Specifications (Special guests, photo ops, etc.)

Requestor's Signature/Date

Advisor/Chair/Director/VP's Signature/Date

OFFICE OF UNIVERSITY RELATIONS AND MARKETING USE ONLY

Date received
 Date to be completed
 Completion date

Accepted by
 Approved by