

# STEVENSON UNIVERSITY ADVERTISING REQUEST FORM

Send to **Chip Burkey**, Marketing and Public Relations, <cburkey@stevenson.edu>

TODAY'S DATE \_\_\_\_\_

SU CONTACT PERSON \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

WHERE WILL THIS AD APPEAR/ PUBLICATION \_\_\_\_\_

DOES AD CORRESPOND WITH AN EVENT; LIST EVENT \_\_\_\_\_

AD DEADLINE \_\_\_\_\_ PUBLICATION RUN DATE \_\_\_\_\_

AD SPECIFICATIONS:

EXACT SIZE (IN INCHES) \_\_\_\_\_

BLACK & WHITE/ SPOT COLOR/ FULL COLOR (CIRCLE ONE)

\*PHOTOS YES \_\_\_\_\_ NO \_\_\_\_\_

DESCRIBE \_\_\_\_\_

COPY NEEDED - E.G. CONGRATULATIONS TO, PROUD TO BE A SPONSOR OF, ETC.  
(IF LENGTHY, PLEASE SEND ELECTRONICALLY & ATTACH HARD COPY)

\_\_\_\_\_  
\_\_\_\_\_

\*LOGOS TO BE USED (OTHER THAN SU) \_\_\_\_\_

SPECIAL INSTRUCTIONS:

\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\*PHOTOS, LOGOS & ART SHOULD BE PROVIDED AT THE TIME OF AD REQUEST. THEY NEED TO BE PROVIDED AS .EPS, .TIF, OR .JPG, HIGH RESOLUTION FILES FOR PROPER PRINT QUALITY OR ACTUAL PHOTO TO BE SCANNED. GIF OR OTHER FILES PULLED FROM THE WEB CANNOT BE USED FOR PRINT PURPOSES.