# PR Request Form

Forms must be submitted 2 weeks prior to any output deadline. Forms may be submitted in paper form or electronically and should only be considered accepted when a conformation is given. Those submitted electronically should be sent to Ross Broudy. All areas must be filled out completely.

Name: Date Submitted:

Date Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(PR use only)

Position: Email:

**PR type** (poster, A-frame, table card, flier, etc) \_\_\_\_poster

Preferences will be taken into account, but may be changed due to budget and/or convenience. The submitter will be notified of any changes before they are made.

Size:

Paper Type:

Print **OR** Hand done (circle one) **EITHER**

Print colors:

Quantity:

Distribution Information (if you need PR to distribute):

Text (any words you want to be on the document; ex: title, location, date, cost, sponsors)

Pictures (feel free to sketch out or type up an idea for layout/pictures):

**Submit Forms to:**

**Ross Broudy**

[**rossbroudy@gmail.com**](mailto:rossbroudy@gmail.com)