

Publicity Request

In ordered to give the widest exposure, please send your request a minimum of 30 days prior to the even	
Requester Name:	Email Address:
Unit/Organization:	Telephone:
Event:	
Event Location/Date:	
Requirement to register in advance? If yes, w	hen?
Who is your target audience? (ex. young fami	lies, parents etc)
Detailed information about event:	