

Center for Campus Life
 Promotion Distribution Form
For RIT Departments & Student Organizations ONLY

Event Name _____ Event Date _____

Sponsoring Organization _____ Requested By _____

Posters will not be hung any sooner than **14** days before the day of the event advertised.

Please Hang By _____ Date Submitted _____

Please CIRCLE the numbers for the locations where you want the flyers/posters hung. We are unable to accommodate special hanging requests.

Allow **7** days for posting and distribution of flyers. Please submit at least **10** days before the event.

	Flyers (8.5 x 11)	Posters (larger) (11 x 17)	Banners (3' x 6')
A SAU	15	9	1
B Gym/Pool Breezeway	4	4	1
C Grace Watson Hall	2	3	1
D NTID/LBJ	2	1	0
E Commons	2	1	1
F Academic Buildings	25	10	0
Total Posted	50	30	4
G Apartment Complexes	40	0	0
H Residence Halls (RA's)	110	0	0
Total Distributed	150		
Total Recommended	200		

Number of flyers attached to this form for Posting _____

Number of flyers attached to this form for Distribution _____

Turn in completed form to the Information Desk in the SAU

FOR INTERNAL USE			
Date _____	By _____	Locations _____	
Date _____	By _____	Locations _____	Revised 11/2004