## Publicity Request Form for OU-Tulsa Student Organizations

All fundraising/solicitation events coordinated by Student Organizations at OU-Tulsa must be approved by Student Affairs in advance.

### Student Organization Information

<table>
<thead>
<tr>
<th>Student Org Name:</th>
<th>Contact Name:</th>
</tr>
</thead>
</table>

| Email Address: | Phone: |

### Publicity Information

Would you like OU-Tulsa Student Affairs to advertise your event/activity via email to all OU-Tulsa students?

- [ ] Yes
- [ ] No

Date for email 1: ____________________  
Date for reminder email: ____________________

Would you like OU-Tulsa Student Affairs to advertise your event/activity on the digital signage screens?

- [ ] Yes
- [ ] No

Publish dates range: ____________________ to ____________________

Would you like permission to use white or yellow sidewalk chalk to advertise your event on OU sidewalks?

- [ ] Yes
- [ ] No

*Only white or yellow sidewalk chalk is allowed; do not chalk on vertical surfaces, and do no chalk under covered surfaces*

**Failure to follow these guidelines could result in the suspension of these privileges and/or a fine.**

Would you like OU-Tulsa Student Affairs to advertise your event through our Facebook page?

- [ ] Yes
- [ ] No

*Please attach a printed email draft, a printed PowerPoint slide for the digital signage, a write-up of your planned chalking messages, and/or a printed draft of your requested Facebook post. If approved, we will request that you email us digital versions of the applicable materials.*

### Student Organization Adviser Approval

- [ ] I have reviewed & approve this Publicity Request for consideration by OU-Tulsa Student Affairs.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Signature:</th>
</tr>
</thead>
</table>

| Phone: | Email: | Date: |

### OU-Tulsa Student Affairs Approval

*Please submit this form to OU-Tulsa student Affairs, Rm. 1C76 for review.*

Date Request Received in OU-Tulsa Student Affairs: ____________________

At OU-Tulsa, the above named group is a:

- [ ] Student Association Administrative Organization
- [ ] Registered Academic Student Organization
- [ ] Registered Student Organization (RSOs)

This request is (circle one):

- [ ] Approved
- [ ] Denied

Comments: ____________________

Signature: ____________________ Date: ______________

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Updated August 20, 2013