

Weitzenhoffer Family College of Fine Arts

Publicity Support Request Form

Due **Five Weeks** Prior to Event Date

Name:	Event:
Phone number:	Email:
Start Date:	End Date:
Hours:	Venue:
Part of a Series?	Cost of tickets:
Please Describe your Event: Click here to enter text.	
Please List the people involved in the event: Click here to enter text.	
Do you have a visual concept for posters/publicity? Please describe: Click here to enter text.	
Please list keywords, quotes, website links, etc. that you would like included: Click here to enter text.	

(NOTE- news release and posters are only for ticketed events.)

☐ Posters ☐ News Release ☐ Email blasts ☐ Social Media support

Please attach photos, program information or any other information you currently have. Email or deliver the completed form and attachments to your Director for signature, who will then forward to the Dean's Office (melshel@ou.edu). Requests due at least 5 weeks prior to your event.

Signature _____ Date _____

School: _____. ☐ Student ☐ Staff ☐ Faculty

School Director's Signature _____

Dean's Signature _____

SAVE completed request form with date and name of event.

Example - 09.29.19 Musical Mosaic Concert