



Channel 6 Request Form

Today's Date: ___/___/___

Event Title: _____

Event Sponsor (Club and dept.): _____

Student contact's name: _____ phone #: _____

Advisor's name _____ phone # _____

Event Date: ___/___/___

Event Start time: __:__ AM/PM

Event End time: __:__ AM/PM

Event Location: _____

Event Description/Format:

- Band
 - Lecture
 - Film
 - Video
 - Presentation
 - DJ/Dance
 - Other _____
- _____
- _____
- _____
- _____

Mock CH. 6 ad and design.
 Please be detailed about your requests, include your requests for **images, layout and wording**. *All slides must be designed on a horizontal/landscape plane.* **The specific graphics and fonts are decided by CH. 6 and subject to staff changes and approval.**

OFFICE USE ONLY

work in progress initialed & dated:

Date posted:	Approved:
Staff initials:	Staff initials:
Date removed:	Rejected:
Staff initials:	Staff initials:

AD START date: ___/___/___
AD END date: ___/___/___