

# 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?    Norton    Sutton    Ruggles	Ticketed event?    YES    NO
Please Describe your Event: <a href="#">Click here to enter text.</a>	
Please List the people involved in the event: <a href="#">Click here to enter text.</a>	
Do you have a visual concept for posters/publicity? Please describe: <a href="#">Click here to enter text.</a>	
Please list keywords, quotes, website links, etc. that you would like included: <a href="#">Click here to enter text.</a>	

I request the following publicity support: (\*\*note-for ticketed events only\*\*)

- Email blasts   
 Social Media support   
 Digital poster   
 Print poster (will be paid by school or area. Not to exceed 25)

**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 Melissa Jackson, Dean's Office (melshel@ou.edu). Requests are due at least 5 weeks prior to your event.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

School: \_\_\_\_\_  Staff     Faculty

School Director's Signature \_\_\_\_\_

Dean's Signature \_\_\_\_\_