Submit request form AT LEAST four (4) weeks prior to event.

Organization: ________________________________________________________________

Date Requested: ____________________________  Circle one:  Ohio State  NC State

Event Date/Time: ____________________________  Dates of posting: From _______  To _______

Name: ____________________________  Phone Extension: __________

BUILDING LOCATION CHOICE (please check)

☐ All campus buildings (Ohio State & NC State)  ☐ NC State buildings + Shared

☐ Ohio State buildings + Shared  ☐ Other ________________________________

We will do our best to accommodate all requests. Please print or type your message and use a separate form for each message. The message is subject to change/abbreviation due to its length. Please keep your message as brief and concise as possible. Thank you.

INFORMATION TO BE POSTED

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Artwork for slides (as a jpeg) can be submitted to Tammy Smith at smith.173@osu.edu. Please be sure to include artwork in the subject line of the email, and give description of event in email in the body of the message

Office Use Only

Date Received  Initials  Date Completed  Initials  Date Removed  Initials

Revised 09/14