



# XiBo Television Screen Slide Request Form

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)
- Ohio State buildings + Shared
- NC 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**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Artwork for slides (as a jpeg) can be submitted to Tammy Smith at [smith.173@osu.edu](mailto: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*

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**Office Use Only**

\_\_\_\_\_  
Date Received      Initials      Date Completed      Initials      Date Removed      Initials