



Flyer Request Form

**Submit request form AT LEAST four (4) weeks prior to event
& use separate form for each request.**

Date Requested: _____

Circle one: OSU-M NC State

Event Date/Time: _____

Dates of posting: From _____ To _____

Name: _____

Phone Extension: _____

Quantity Needed: _____

(Use a separate form for each flyer.)

Size Dimensions: (Please circle required size):

8½" x 11"

11" x 14"

Poster board size

Flyer details *(include creative ideas here)*:

Office Use Only

Date Received

Initials

Date Completed

Initials

Date Removed

Initials