

# 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?	Cost of tickets:
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>	

**(NOTE- news release and posters are only for ticketed events.)**

Posters       News Release       Email blasts       Social Media support

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

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

School: \_\_\_\_\_  Student       Staff       Faculty

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

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

**SAVE completed request form with date and name of event.**

**Example - 09.29.19 Musical Mosaic Concert**