

**NYU****POLYTECHNIC SCHOOL
OF ENGINEERING****OFFICE OF STUDENT ACTIVITIES AND RESOURCE CENTER**

ADVERTISING REQUEST FORM

Clubs & Orgs who have received OSARC approval of their event and have received a space confirmation are able to submit advertising requests for flyers, digital boards and the poly.edu event calendar.

Forms handed in before 3:00PM will get processed the same day, after 3:00PM the next day.

Sponsoring Group/Dept:			
Event Contact Person:	Name:		
	Email:	Phone:	

General Event Info:	Event Title:		
Provide a brief description of the event:			
Date: Day of the week (Mon, Tues, etc)		(mm/dd/yy)	
Time of Event: (Actual time of program)	Start:	End:	
Location: (Confirmed by OSARC)			

IMAGE REQUIRED	Please submit a LANDSCAPE image for the digital eboards (8MB max; .png, .gif, .jpeg, or .jpg). Digital posters need to be a .jpg and 1920 x 1080 res for optimal viewing. Email image to nyuengrosarc@nyu.edu or gradlife@poly.edu
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OUTLETS FOR PUBLICITY - Please indicate your advertising requests for approval: FLYER (for bulletin boards) DIGITAL BOARD POLY.EDU EVENT CALENDAR OSARC FACEBOOK PAGE STUDENT COUNCIL FACEBOOK PAGE NYUPOLYOSA (Twitter)
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OSARC/Grad Life Signature for Approval

Date