



Cheyney University of Pennsylvania

Public Relations and Marketing Publicity Approval Form

Project Information

Project/Event Title:	
Name of Requestor(s)	
Department(s)	
Authorized signature	
Type of Project/Event: <small>(i.e.- Lecture, Concert, etc)</small>	
Location(s) and time of Project/Event:	
Date of Project/Event:	

REQUEST OF SERVICE:

<input type="checkbox"/>	Press Release	<input type="checkbox"/>	Flyer Posting	<input type="checkbox"/>	E-mail Announcement	<input type="checkbox"/>	Social Networking
<input type="checkbox"/>	Web Page Posting	<input type="checkbox"/>	Photos	<input type="checkbox"/>	Campus TV Announcement	<input type="checkbox"/>	OTHER (Specify below):

“OTHER” Explanation:	
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Attachments: Yes ____ No ____

Describe Project Request (please see attached Announcements Protocol):

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*Requests must be submitted at least 30 days prior to project completion to ensure timely completion of the project(s). Failure to adhere to this policy may mean the rejection of project request.

*NOTE: A separate Building Request needs to be submitted in addition to the Publicity Form.

Requestor Signature(s):	Date:
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Public Relations Approval

<input type="checkbox"/>	Approved
<input type="checkbox"/>	Rejected (Explanation below)

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Director of Public Relations:	Date:
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Date Received:	
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