



**REQUEST FOR ADVERTISING/PROMOTION**

*(Please complete all fields – Incomplete forms will not be processed)*

**DATE OF REQUEST:** \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_

**TAX STATUS:** NONPROFIT – MUST PROVIDE TAX ID: \_\_\_\_\_  
FOR-PROFIT *(Provide rationale for request under "other" below)*

**CONTACT PERSON:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**I AM REQUESTING APPROVAL FOR:**

**FLYER PUBLICATION ON "COMMUNITY BULLETIN BOARD" WEB PAGE** – *Attach flyer in high quality pdf format*

DESCRIPTION OF EVENT/ACTIVITY: \_\_\_\_\_

EVENT/ACTIVITY DATE(S): \_\_\_\_\_

PUBLICATION START DATE: \_\_\_\_\_ PUBLICATION END DATE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

**DISPLAY OF BANNER/POSTER**– *Attach photo or copy (If approved, display location will be determined by school principal)*

BANNER/POSTER SIZE: \_\_\_\_\_

POSTING START DATE: \_\_\_\_\_ POSTING END DATE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

**OTHER** – *Provide detailed explanation*

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

**OFFICE USE**

APPROVED COMMENTS: \_\_\_\_\_

NOT APPROVED \_\_\_\_\_