REQUEST FOR APPROVAL TO POST MATERIALS

FORM SUBMISSION PROCEDURE
1. Complete this form in its entirety.
2. Bring this form and posting materials to Bell Tower 1506.
   a. 40 total copies
      i. **Locations:** Bell Tower, Broome Library, Del Norte Hall, Islands Café, Student Housing, and Student Union.
      ii. **Sizes:** 8.5x11 (standard) or 8.5x14 (legal) can be posted in all locations; 11x17 or larger cannot be posted in the Student Union or Broome Library, and Student Housing will only accept four (4) large posters.
3. Your marketing will be reviewed and if no changes are necessary, we will post within two (2) business days.
4. If changes are required, you will be notified of the necessary edits and will need to provide revised material.
5. Flyers will be date-stamped and remain posted for only two (2) weeks.

REQUIRED INFORMATION ON MARKETING MATERIALS

Your marketing pieces must contain the following information:

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*Please select one of the following:*  
☐ Student  
☐ Staff  
☐ Faculty

**PLEASE NOTE:** If you are not a member of the CI campus and would like to post on campus, contact Nancy Gill, Director of Communication & Marketing located in Solano Hall 2176 at (805) 437-8456 or nancy.gill@csuci.edu for flyer approval.

Date: ___________________________

CONTACT INFORMATION

Event Title: ____________________________

Name: ________________________________

Phone Number: __________________________

Email Address: __________________________

Signature: ______________________________

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INTERNAL USE ONLY

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Contact New Student, Orientation and Transition Programs at (805) 437-3160.