**ASCC Club Event/Meeting**

**Advertisement Form**

**\*This Form Must Be Turned In To The Club Coordinator At Least 2 Weeks In Advance of Event.**

**\*\*For Re-occurring Meetings, This Form Can Be Turned In At Any Time.**

**Name of Club:**

**Name of Event/Activity:**

**Location of Event/Activity:**

**Date & Time of Event: / / : am/pm -- : am/pm**

**Club Contact Information:**

**Is this a regularly scheduled Club Meeting? Please Circle- YES NO**

**Is this the first event you have held this quarter? Please Circle- YES NO**

Please check all the methods you would like ASCC to use in advertising your meeting/event:

 ASCC Monitors -PowerPoint˟

 Gaiser Student Center Screens -PowerPoints˟

 **Would you like the ASCC to create a slide for you? Please Circle- YES NO**

˟**Will you create your own PowerPoint slide? Please Circle- YES\* NO**

**\*If yes, please email slide to Sami Lelo at** **slelo@clark.edu** **and Mark Owsley at** **mowsley@clark.edu** **at least one week before your event.**

 Student Life/ASCC Bulletin Boards –Poster˟ **or** Flyer˟˟

**Will you create your own poster/flyer for the event? Please Circle- YES\* NO**

**\*If yes, please email design in Word document or Photoshop file as attachment to the ASCC Public Relations Director at** **asccpr@clark.edu** **at least two weeks before your event.**

**Would you like the ASCC to create a poster/flyer for you? Please Circle- YES^ NO ^Which one would you like? Please Circle- Poster\* Flyer\*\* Both\*\*\***

 ˟**A Poster is 11x17 and will cost you about $1.00 per poster (color)- 20 ASCC Bulletin Boards**

˟˟**A flyer is 8 1/2x11 and will be free up to 20 copies (black and white on colored paper) OR for colored ink, the cost is about $0.50 ea.**

 **\*\*\* “Both” would consist of Posters for ASCC Boards and Flyers for distribution**

**\*Please include your budget number: 522.264.3C**

 **\*\*What color paper? (Write *ANY* if you don’t have a preference)**

 **\*\* Please Circle: Black and White Ink Color Ink on White Paper – How many?**

 Student Email\*\*

 **What date would you like the email sent out? / /**

 **Please write or attach a separate page stating the body of the email- this should include Title of event, date, location, times etc:**

 **Please include contact information for the event:**

 **Name:**

 **Email\*:**

 **Phone number (optional):**

 **\*This is where students will contact you with questions, etc**

 **\*\* No pictures allowed**

 Facebook

**Please write a blurb for your event. If you don’t write one, but the box is checked, one will be written for you. If you would like to include an image, please email it to** **asccpr@clark.edu****.**

 Bathroom Ads\*

 **\*Subject to submission time and space availability**