

“THE EGG” ADVERTISING REQUEST FORM

The Office of Student Life appreciates your effort in completing this form before your request will be approved.

WHAT?

Please indicate how you are advertising in the egg:

Are you using posters? Indicate below:
size of posters _____ x _____ (inches)

(maximum poster size is 18" x 24" and you must use an easel)

WHEN?

The advertisement will go up on:

(date) ____/____/____

(maximum of one day at a time)

Posters need to be removed by 8am the following day or they will be removed and brought to the Office of Student Life

AUDIENCE?

Which students are you advertising to? Circle the appropriate answer below:

1. ENTIRE BU COMMUNITY
2. ONLY CERTAIN STUDENTS (DESCRIBE BELOW)

3. OTHER (DESCRIBE BELOW)

WHY?

The advertising is for:

WHO?

1. PERSON REQUESTING APPROVAL (YOU)

❖ first and last name:

❖ cell phone # (or best contact #):

2. SPONSORING DEPARTMENT

❖ name of department:

❖ first and last name of person who approved the department sponsor:

❖ cell phone # (or best contact #)

YOU ARE RESPONSIBLE TO HAVE YOUR SIGN AND EASEL REMOVED BY THE END OF THE APPROVED DAY. SIGN YOUR NAME BELOW TO INDICATE YOU UNDERSTAND THE ABOVE GUIDELINES AND LISTED DATES AND AGREE TO COMPLY WITH THEM. (PLEASE ASK FOR A COPY OF THE CAMPUS ADVERTISING GUIDELINES TO REVIEW IF YOU ARE UNFAMILIAR WITH THEM.)

SIGNATURE: _____