



OC SERVICE REQUEST FORM

Requesting Unit	
Request Title	
Location	
Event Date & Time	
Request Deadline	
Narrative/Description	

SERVICES REQUESTED

Design of promotional items	<input type="checkbox"/>
Pre-event post (Design/Announcement)	<input type="checkbox"/>
Event/Activity Coverage (AUK Website, Facebook, Twitter, Instagram, YouTube, LinkedIn, Paid Promotion)	<input type="checkbox"/>
Photography	<input type="checkbox"/>
Videography	<input type="checkbox"/>
Venue design	<input type="checkbox"/>
Mass media coverage (Institutional Marketing)	<input type="checkbox"/>

APPROVALS

Requester	Supervisor	Communications Office	President
Date	Date	Date	Date
Signature	Signature	Signature	Signature