



## 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 <i>(Design/Announcement)</i>	<input type="checkbox"/>
Event/Activity Coverage <i>(AUK Website, Facebook, Twitter, Instagram, YouTube, LinkedIn, Paid Promotion)</i>	<input type="checkbox"/>
Photography	<input type="checkbox"/>
Videography	<input type="checkbox"/>
Venue Design	<input type="checkbox"/>
Mascot Appearance	<input type="checkbox"/>
Mass Media Coverage	<input type="checkbox"/>
Other <i>(Please clarify)</i>	

## APPROVALS

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