

## ASB ADVERTISEMENT REQUEST FORM

To request the creation of a graphic or advertisement to be used for social media, print, etc., please fill out this form and return to the ASB Office no later than 2 weeks prior to the event.

Thank you!

*If you have any further questions/concerns, please feel free to contact ASB's VP of Communications by email at [asb@lifepacific.edu](mailto:asb@lifepacific.edu).*

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### REQUESTOR DETAILS

Your Name:

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Email:

Phone Number:

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Department:

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### EVENT / INFORMATIONAL DETAILS

Name of Event/Information Piece:

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Date:

Location:

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Start Time:

End Time:

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CREATED FOR:

- Social Media (Indicate platforms): Instagram \_\_\_ Twitter \_\_\_ Facebook \_\_\_
- Print Advertisement
- Mobile App Notification

Caption (if for Social Media):

Date(s) to be posted (if applicable):

**CHAPEL VIDEO ANNOUNCEMENT**

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- Live appearance announcement
- Slide

Information to be included:

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*All departments must send all chapel announcement requests directly to [azimmermann@lifepacific.edu](mailto:azimmermann@lifepacific.edu) to receive approval before filming with ASB.*