

**Center for Campus Life**  
**Promotion Distribution Form**  
*For RIT Departments & Student Organizations ONLY*

Event Name \_\_\_\_\_ Event Date \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_ Requested By \_\_\_\_\_

Please Hang By \_\_\_\_\_ Date Submitted \_\_\_\_\_

Please CIRCLE the letters for the locations where you want the flyers/posters put up.

Allow **7** days for posting and distribution of flyers. Please submit at least **10** days before the event.

		Flyers (8.5 x 11)	Posters (larger) (11 x 17)	Banners (3' x 6')
A	SAU/Monroe Hall 2 <sup>nd</sup> floor	3	0	0
B	SAU/Campus Center	12	9	1
B	Gym/Pool Breezeway	4	4	-
C	Grace Watson Hall	2	3	1
D	NTID/LBJ	2	1	-
E	Commons	2	1	1
F	Academic Buildings	25	10	-
<b>Total Posted</b>		50	30	3
G Apartment Complexes		40	0	-
H Residence Halls (RA's)		110	0	-
<b>Total Distributed</b>		150		
<b>Total Needed From You</b>		200		

Number of flyers/posters attached to this form for Posting and/or Distribution \_\_\_\_\_

Turn in completed form and flyers to the Club Center (Building 3: 1610). Thank you!

FOR INTERNAL USE:

___ A	Date _____	By _____	___ E	Date _____	By _____
___ B	Date _____	By _____	___ F	Date _____	By _____
___ C	Date _____	By _____	___ G	Date _____	By _____
___ D	Date _____	By _____	___ H	Date _____	By _____