

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/Campus Center	15	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	-
Total Posted		50	30	3
G Apartment Complexes		40	0	-
H Residence Halls (RA's)		110	0	-
Total Distributed		150		
Total Needed From You		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 _____