



WESTERN
WASHINGTON UNIVERSITY



ESC Publicity Request Form

- Major events should be submitted 4 weeks prior to the event date
- Submit completed forms to the media drop box located by the entrance to the ESC door
- The ESC Media Team does not do graphic design or poster design (See AS Publicity Center)

Date submitted: _____

Organization: _____

Co-sponsors: _____

*Contact Person(s): _____

Phone: _____

Email: _____

Event Information

Title: _____

Date(s): _____

Location: _____

Time: _____

Cost: _____

Event/performer web site: _____

Detailed description:

*Beware that contact information will be advertised for media purposes.

The media team may choose to use the following media to advertise your event

For office use only:

- | | |
|--|--|
| <input type="checkbox"/> ESC web site | <input type="checkbox"/> Bellingham Herald newspaper |
| <input type="checkbox"/> AS Publicity | <input type="checkbox"/> Western Front newspaper |
| <input type="checkbox"/> KUGS radio PSA | <input type="checkbox"/> ESC Kiosk |
| <input type="checkbox"/> KVOS TV PSA | <input type="checkbox"/> Banner |
| <input type="checkbox"/> The Every Other Weekly | <input type="checkbox"/> ESC Weekly Bulletin |
| <input type="checkbox"/> Northwest Entertainment | <input type="checkbox"/> Flyers (basic design) |
| <input type="checkbox"/> What's Up | <input type="checkbox"/> Handbill distribution (club provided) |
| <input type="checkbox"/> Office of Univ. Communication-WWU | <input type="checkbox"/> Fairhaven Bulletin |