

Winthrop University
College of Visual and Performing Arts
Event Publicity Request

Name of Event: _____

Date/Time: _____ Location: _____

Contact Name: _____ Phone Number: _____

Would you like this event submitted to the Cultural Event Calendar? (Yes/No): _____

What are you requesting? *(Please indicate with a checkmark; may request multiple forms)*

____ Press Release ____ Promotional Image (digital only) ____ Promotional Poster ([Printing Services Pricing](#))

Date Needed By: _____ *(Please allow two weeks for promotional image creation and three weeks for press release)*

Summary of Event: _____

Specific Details (price, website for more information, etc.): _____

Specs for Design: Size (width x height) _____ Double-sided? _____ # of copies _____

Any other guidelines (colors, images, etc.): _____

Would you like a PDF version? _____

Today's Date: _____