



PUBLIC RELATIONS POSTER REQUEST

POSTER INFORMATION

Name of Event:

Date:

Time:

Location:

Event Description:

Intended audience (internal, external, or both):

Is the event free? (Yes/No)

Is the event open to the public? (Yes/No)

If not, provide pricing/ticket information:

Contact information to appear on poster:

Other information (RSVP deadlines, etc.):

Date needed by:

Please provide any photos, logos, graphics, etc. you would like included on the poster as attachments via email to pr@lec.edu.

Additional Information:

PRINTING INFORMATION

Would you like PR to print copies for you? (Yes/No)

4-digit department code to be charged:

Number of copies:

Paper size: (8.5x11 or 11x17)

CONTACT INFORMATION

Name:

Department:

Title:

Email Address:

Phone:

POSTERS SHOULD BE REQUESTED AT LEAST THREE WEEKS IN ADVANCE TO ENSURE ACCURATE AND TIMELY INFORMATION.