



DRM Television Screen Slide Request Form

Submit request form AT LEAST four (4) weeks prior to event.

Organization: _____

Date Requested: _____ check one: OSU NC State Both

Event Date/Time: _____ Dates of posting: From _____ To _____

Name: _____ Phone Extension: _____

BUILDING LOCATION CHOICE (please check)

- | | |
|--|--|
| <input type="checkbox"/> All campus buildings (OSU & NC State) | <input type="checkbox"/> NC State buildings + Shared |
| <input type="checkbox"/> OSU buildings + Shared | <input type="checkbox"/> Other _____ |

We will do our best to accommodate all requests. **Please print or type your message** and use a separate form for each message. The message is subject to change/abbreviation due to its length. Please keep your message as **brief and concise as possible**. Thank you.

INFORMATION TO BE POSTED

OFFICE USE ONLY
Date Rec'd _____
Initials _____
Completed _____
Initials _____
Removed _____
Initials _____

Artwork for slides (as a jpeg) can be submitted to Tammy Smith at smith.173@osu.edu. Please be sure to include artwork in the subject line of the email, and give description of event in email in the body of the message