



# Flyer Order Request Form

**Submit request form AT LEAST four (4) weeks prior to event & use separate form for each request.**

Date Requested: \_\_\_\_\_

Circle one:    OSU-M    NC State

Event Date/Time: \_\_\_\_\_

Dates of posting: From \_\_\_\_\_ To \_\_\_\_\_

Name: \_\_\_\_\_

Phone Extension: \_\_\_\_\_

Quantity Needed: \_\_\_\_\_

*(Use a separate form for each flyer.)*

Size Dimensions: (Please circle required size):

8½" x 11"

11" x 14"

Poster board size

Flyer details *(include creative ideas here)*:

**OFFICE USE ONLY**

Date Rec'd \_\_\_\_\_  
Initials \_\_\_\_\_

Completed \_\_\_\_\_  
Initials \_\_\_\_\_

Removed \_\_\_\_\_  
Initials \_\_\_\_\_