



Flyer/Graphics Request

Admin

Bus Svcs

EVAJCC

HDAJCC

WVAJCC

Date Requested:	Due Date:
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Requestor Name:	Requestor Phone:
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CONTENT REQUESTED

Type:	Size:	Orientation:
Event/Theme:	Event Date:	Event Time:
Event Address:		
Registration Link:		
Content Column 1:		
Content Column 2:		
Additional Logos Needed? (Include logos in Email)	Yes	No
Any Specific Images Needed? (Include Images in Email)	Yes	No
If images are not available, describe images needed:		
Additional Instructions:		

Supervisor's signature indicates approval of this request.

Supervisor Name

Supervisor Signature

Date