



De La Salle University

OFFICE FOR STRATEGIC COMMUNICATIONS

Publicity Request Form

Name: _____ Position/Section: _____

Office/Unit/Organization: _____ Date Filed: _____

ID Number: _____ Email Address: _____

Telephone Number: _____ Mobile Number: _____

Type of communication channel:

- Green Street (South Gate LED Screen)
- Green Screen (University LCD TVs)
- Elevator Boards

Type of announcement:

- Event / Activity

Title: _____

Date / Time: _____ Venue: _____

Organizer / Sponsor: _____

- Recognition / Achievement

Name/s: _____

Award / Achievement: _____

Award-Giving Body: _____

- Others (please indicate all important details):

Filenames of Attachments Submitted: _____

Important Reminders:

- Accomplish two (2) copies of this form for your office/organization and STRATCOM reference.
- Attachments (posters, pictures, videos, etc.) must be sent to the office as soft copies through e-mail, CDs, or copies from flash disks.
- Requests must be submitted at least five (5) working days before intended date of display.
- The Green Street LED, the Green Screen LCDs and Elevator Boards are properties of DLSU and are available for use by DLSU only.
- Event/activity sponsors will not be included in the material to be uploaded on the green screens.
- Approved materials should be submitted as soft copies for Green Screen/Green Street.
- For Elevator Boards, actual poster must have a 1 cm. white border produced in an 11 in. X 17 in. printout. Actual poster should be submitted to STRATCOM.

The Green Street is primarily for an external audience, while the Green Screen and Elevator Boards are primarily for an internal audience. You are welcome to consult with the coordinator (loc. 374) regarding the appropriate location for your material.

STRATCOM reserves the right to approve or disapprove the application.

Approved by:

Kalikasan U. Castillo
Internal Marketing Coordinator

Date