

Fraternity and Sorority Advertising and Promotions Approval Request

- ★ This form is to accompany all advertisements, promotions, and other requests of publicity
- ★ Submit the form and all attachments to the Vice-President of your governing council
- ★ Forms must be turned in by 5:00pm on Monday approval by the governing council meeting the following Tuesday.
- ★ Advertising or Promotions involving more than one chapter must be signed by all participating organizations.
- ★ All chapter submissions must come with an example of the material (proof of design, sketch or drawing, the quote or slogan used, as well as colors of printing and shirts.)
- ★ The governing council reserves the right to approve or not approve any and all designs.
- ★ Any member chapter not approving their t-shirts through the governing council will be referred to the respective governing council Judicial Board.

Chapter Name(s): _____

Date Submitted: _____ **Estimated Cost:** _____

Date that Approval is Needed: _____
(You must obtain approval prior to making any purchases or completing any orders)

Please Specify:

- 1. **Promotion Material is in the Form of a:** T-shirt
- 2. **Or in One of the Following:** Flyer Handbill Banner Advertisement
(Physical or Electronic Distribution): _____

Brief Description of the Advertising/Publicity/Promotion: _____

*MUST ATTACH PROPOSED IMAGE/SUBMIT VIDEO

Name of Office(s) Responsible for the Submission: Other *(please specify)* _____
Social Risk Management Recruitment Public Relations Philanthropy

Officer(s) Name, Signature: _____

Phone: _____ Email: _____

President: _____

Phone: _____ Email: _____

For Office Use Only:

Approved: Yes No
If No, Reason:

Signature of Vice President: _____

Signature of President: _____

Date Filed: _____