

**PROPOSED REQUEST FOR
ADVERTISING and/or SPONSORSHIP**

Request Date: _____

Name of Advertiser:

Company Name _____

(Please Print)

Company Representative _____ Phone # _____

(Please Print)

Copy or Description of Advertisement (Please Attach)

Dollar Amount/ In Kind Value: _____

Location of Advertising:

Building name _____ Area _____

Duration of Advertisement: Begin Date _____ End Date _____

Lead Staff Member responsible for executing terms of the advertising:

Name _____ Building _____

Phone # _____

Building/Principal Approval _____ Date _____

District Business Office Approval _____ Date _____

Revenue Account # _____