FLYER DISTRIBUTION APPROVAL REQUEST FORM
Please allow a reasonable period (at least 5 School days) for approval.

Organization's Name _____ Email Address:_____

Advisor's Name:_____ Contact Number: _____

1. Prior to distribution, all flyers, advertising and promotional materials must be reviewed and approved by the Office of Student Life & Activities.

2. All flyers must be submitted according to the flyer distribution guidelines. Previously approved flyers for repeated events are no longer valid and must be resubmitted.

3. Flyers must reflect activities or programs that would interest students, faculty or staff, or be for their well-being. Flyers with little or no educational value and events unrelated to ASU and/or Student Life & Activities will not be approved.

4. All flyers to be distributed must include the name and contact information of the sponsoring entity.

5. A final version of the materials for consideration must be provided at the time of the request, along with a completed flyer distribution request form. Electronic copies of the materials, in the following formats, are preferred: PDF, Word, JPEG.

6. Copies of the approved flyer or materials must be provided by the sponsoring organization or entity. Schools are not responsible for making copies. Our office will stamp ONLY ONE flyer. Copies must be made from that one approved flyer.

Today's Date: _____ Date of Event: _____

Applicant Name & Title: _____

Type of Event: _____

SIGNATURE (APPLICANT): _____ **DATE:** _____

SIGNATURE (ADVISOR): _____ **DATE:** _____

**********FOR OFFICE USE ONLY**********

1. **GRAMMATICAL ERRORS**: _____ Yes _____ No

   _____

   _____

2. **SPELLING ERRORS**: _____ Yes _____ No

   _____

   _____

3. **TASTEFUL PICTURES/CONTENT**: _____ Yes _____ No

   _____

   _____

4. **OVERALL LAYOUT**:

   _____

   _____

   _____

5. **ASU EVENT** (on campus): _____ Yes _____ No

SIGNATURE (APPROVER): _____ **DATE:** _____