

CHICAGO STATE UNIVERSITY

OFFICE OF INTERNAL AFFAIRS & EVENTS MANAGEMENT

Cook Administration - ADM 208 ~ (773) 995-4488 Office ~ (773) 995-3994 Fax ~ i-affairs@csu.edu

INTERNAL COMMUNICATIONS SERVICE REQUEST FORM

1. Complete the *Internal Communications Service Request Form* and attach to the document.
2. Obtain appropriate signatures. Vice president, dean, assistant provost of DOSA and/or director (Athletics) must sign-off on this form before submitting. No exceptions!
3. Return completed form to Internal Affairs & Events Management -- ADM 208 no less than four weeks prior to the event date.

Requested Service(s): *(Please check that all that apply.)*

- Broadcast Voicemail *Up-to-the-Minute*
 Marquee E-mail Blast

Date Submitted: _____ Date to Start: _____

Contact Person: _____

Contact Title: _____

Sponsoring College/Department: _____

Contact Phone: _____ Contact Fax: _____ Contact E-mail: _____

Event Date: _____ Start Time: _____ End Time: _____

Event Title: _____

Event Description: *(Please attach any additional information, i.e., flyers, invitations, etc.)* _____

Admission Charge: _____

Location: _____

Event Web Address: *(If applicable.)* _____

Signature: _____ Date: _____

Vice president, dean, assistant provost (DOSA) and/or director (Athletics)

Signature: _____ Date: _____

Facilities Manager (Cordell Reed Student Union, New Academic Library, all other campus buildings.)