



Literature Distribution Request Form

Literature may only be distributed and not left on tables, in racks, or on car windows. A representative must be present to distribute literature on campus.

Area Utilized: Indicate the location you would like. Some locations are not always available. In the event your preferred location is not available, another area will be chosen for you.

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In front of the Student Center

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Inside the Student Center across from the Recreation Room door

Requested Date of Visit

Start Time

to

End Time

Detailed description of literature with attached sample.

Person/Organization Requesting Services:

Organization Name/Contact Name

Contact E-mail

Phone

Address

City

State

Zip Code

☐

Approved

☐

Not Approved

Approval Signatures:

President _____

VP for Fiscal Affairs _____

**CC: Jennifer Johnson
Campus Police**

Allow 5 business days for this form to be processed.