



Flyer Order Request Form

Submit request form AT LEAST four (4) weeks prior to event & use separate form for each request.

Date Requested: _____

Check: OSU-M NC State Both

Event Date/Time: _____

Dates of posting: From _____ To _____

Name: _____

Phone Extension: _____

Quantity Needed: _____

(Use a separate form for each flyer.)

Size Dimensions: (Please check required size):

8½" x 11" 11" x 14" Poster board size

Flyer details *(include creative ideas here)*: