



FLORIDA ATLANTIC UNIVERSITY

Center for Global
Engagement

Request for New Flyer

Please do not submit this request until you have all information included. If details are missing, you may be asked to resubmit when you have everything ready.

FLYER CONTENT

Today's Date (please allow for min. of 2 weeks if possible): _____

Date approved flyer is needed by: _____

Requestor Name: _____

Department: _____

Title of Flyer: _____

Main Message or Key Points (What are the main things you want communicated on the flyer?):

Date of Event: _____ Time of Event: _____

Location of Event: _____

Date for RSVP: _____

RSVP Link: _____



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Will this flyer be printed, distributed digitally, or both? **How many prints:**

If printed, what size (we will provide you with the full page(s) of prints and you will be responsible for cutting them to size)?

8.5x11" (full) 8.5x5.5 (half) 4.25x5.5" (quarter)

Will you be providing us with any images to be included on the flyer?

Yes No

If yes, **PLEASE REMEMBER TO INCLUDE THEM WITH THIS REQUEST WHEN YOU SUBMIT.** If a form is not complete in any way when submitted, you may be asked to resubmit to include everything.

Please include any additional comments or information that we should know about before creating your flyer:

SOCIAL MEDIA CONTENT

Do you need this posted on social media? Yes No

Date you would like it posted (on or before)? _____

(**Note:** Social media posts only go out once, however we will share a fun reminder via stories the day before the event)



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Would you like any other CGE departments hash-tagged? Yes: No:
If yes, check all that apply:

- | | |
|--------------------------------|-----------------------------------|
| Center for Global Engagement | International Enrollment Services |
| International Student Services | Global Academic Services |
| Education Abroad | Global Ambassadors Program |
| Intensive English Institute | International Friends Program |

Is there any other important information that we need to know, or advertise about,
for this social media request: Yes: No:
If so, please include it here:

EVENTS WIDGET

Do you need this event posted on the events widget? Yes No
Would you like any other CGE departments tagged? Yes: No:

If yes, check all that apply:

- | | |
|--------------------------------|-----------------------------------|
| Intensive English Institute | International Enrollment Services |
| International Student Services | International Friends Program |
| Education Abroad | Global Ambassadors Program |
| Global Academic Services | |