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| --- |
| **Directions: Please fill out this form and email to your OSUAA liaison.** |
| **Alumni group name:** |  |
| **Request date:** |  |
| **Requestor name and email:** |  |
| **Deliverables requested:**\*Examples: event listing, web update, postcard, email, etc |  |
| **Requested due date:**Email: Please allow 2 weeks for delivery. Web Update: Please allow up to 72 hours for completion. Print: Please allow 6 weeks for delivery. |  |
| **Audience:**Examples: associated group members,alumni friends and fans, families, current students, youngalumni, alumni only, retirees, other |  |
| **Event Listing: \*If you need an event listing, please fill out the below** |
| **Event name:** |  |
| **Is assistance needed** **from the OSUAA** **Event/Engagement** **Services team (i.e.** **registration for****A paid event with a** **donation component):** |  |
| **Event date:** |  |
| **Event time:** |  |
| **Time zone:** |  |
| **Event description:** |  |
| **Event location name,** **address, city and state:** |  |
| **Event type (at your****leisure, in person,** **virtual):** |  |
| **Event topic (Arts &** **Culture, Career****Development,** **Continuing Education,** **Health & Wellness,** **Professional** **Networking,** **Service, Spirit & Sports,** **or other):** |  |
| **Event cost:** |  |
| **RSVP info:** |  |
| **Contact for questions:** |  |
| **Other event info:** |  |
| **Does this event need a web update or an email? If yes, please fill out the below:** |
| **New or existing web** **update:** |  |
| **Web link (if applicable):** |  |
| **Links for the email:** |  |
| **Desired email send date:** |  |
| **Do you need a reminder email?:** |  |
| **If specific image is** **needed, please specify** **here or provide link:** |  |
| **Web Update (new or existing): *\*do not fill this out if you filled out the above*** |
| **New or existing web** **update:** |  |
| **Link to page:** |  |
| **Description of web** **update:** |  |
| **If specific image is** **needed, please specify** **here or provide link:** |  |
| **Email (new or existing): *\*do not fill this out if you filled out the above*** |
| **Email text:** |  |
| **Links:** |  |
| **Desired send date:** |  |
| **If specific image is** **needed, please specify** **here or provide link:** |  |
| **Do you need a reminder** **email?:** |  |
| **Postcard: \*please note that for postcards there is limited space. The recommended word** **count is less than 50 words. Please reference examples** [**here**](https://buckeyemailosu-my.sharepoint.com/%3Af%3A/g/personal/greene_1112_osu_edu/Esqgo6odZERHqG1qYwrJsK0BAcx-14T7iQOcSshgkhWxmQ?e=LKqILT)**.** |
| **Is this a free print** **deliverable?:** |  |
| **Desired delivery date:** |  |
| **Print content:**  | Headline: Sub head:Body copy:CTA: |
| **If specific image is** **needed, please specify****here or provide link:** |  |
| **Other:** |
| **Description:** |  |
| **Requested due date:** |  |