|  |  |
| --- | --- |
| **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, young  alumni, 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/:f:/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:** |  |