

REQUEST FOR ADVERTISING REVIEW

Building/Department Requesting Review:	Date:
(Requests for advertising review should be accompanied by a sample contract and when possible mock ups of what the proposed advertising will look like.)	

BACKGROUND INFORMATION

Name of Company:		Phone:
Address:		
City:	State:	ZIP Code:
Contact Name:	E-mail:	

ADVERTISING DESCRIPTION

Proposed location of advertising and size:
Duration of proposed contract:
Projected Revenue:
Basis for Revenue Calculation:

Building Principal/Department Signature:	Date:
--	-------

ADVERTISING PROPOSAL REVIEW

District Legal Counsel	Approved _____	Not Approved _____
Signature:	Date:	
Comments:		

Director of Communications/Public Relations	Approved _____	Not Approved _____
Signature:	Date:	
Comments:		

Chief Financial Officer	Approved _____	Not Approved _____
Signature:	Date:	
Comments:		

Associate Superintendent/Superintendent	Approved _____	Not Approved _____
Signature:	Date:	
Comments:		