

MSU Community Music School
Flier/Publicity Request Form

Event/Program: _____

Date: _____ Time: _____

Cost (if applicable): _____

Where (if not at CMS, be sure to include the address):

Contact person: _____

Brief Description of Event/Program:

Other Details (i.e. Dates not meeting, special enrollment info, dress code, etc.):

Quantity of fliers requested: _____ Date needed: _____

Please note: your request for a black and white flier may take 1-2 weeks to fill once all of the information is accurately submitted.

Is there a photo or special art you want included? Yes No

If so, please describe here or email it to adarche@msu.edu.

Do you have other special requests regarding the promotion of this event?:

****Please return this form to Amanda Darche or email it to adarche@msu.edu.