

Golden West College Student Activities Office Announcement Request Form

To insure appropriate lead time, announcement requests are to be submitted to the Student Activities Office one week prior to the event. If you have any questions, please call our office at (714) 895-8261.

Note: The staff reserves the right to edit, modify or revise submitted requests.

Please be brief and clear in preparing the request. **PLEASE PRINT ON BLUE PAPER.**

Topic: _____

Location of Event: _____

Day/Date of Event: _____

Time of Event: _____

Sponsored By: _____

Additional Information – BE SPECIFIC (Attach flyer, if appropriate): _____

Information to be included in:

Campus Bulletin

ASGWC/Club Webpage

Campus Portal (i.e. MyGWC)

Campus E – Calendar

On Campus LED Sign
(Student Center Patio)

Campus LED Sign
(Golden West/Edinger or McFadden) Must be approved by Public Relations and event must be open to the entire community.

Student Signature

Date Submitted

Approved – Club Advisor/Staff
(All requests initiated by students must have a Club Advisor’s signature)

Extension

Student Activities Director

Date Approved