



EVENT PROMOTION
OUTDOOR DIGITAL DISPLAYS

Campus Scheduling
MLK Jr University Union, Room 2420
Phone: 217-581-3861

REQUEST MUST BE MADE IN WRITING 5 BUSINESS DAYS
IN ADVANCE OF EVENT

*****Requests will be handled on a first come, first serve basis subject to availability*****

Today's Date: _____

Organization: _____

Person Making Request: _____ Phone: _____

Email: _____

Requested Promotion Date(s): _____ to _____

Advisor/Faculty/Staff: _____ E-mail: _____

Message: Please print one character per line in the space provided.

**THE UNIVERSITY UNION ADMINISTRATION RESERVES THE RIGHT
TO EDIT OR REJECT ANY REQUEST.**

*Promotions are limited to events or activities that will be held on the campus of
Eastern Illinois University.*

Office Use Only

☐ Approved ☐ Denied

Reason for Denial: _____

Data: _____

Checked: _____

Forwarded: _____

Approval Signature: _____ Date: _____