



MARKETING & COMMUNICATIONS OFFICE ADVERTISING BOOKING FORM

Fields marked with an asterisk (*) **MUST** be filled out **BEFORE** the ad is booked. **Email the completed form** along with your ad copy and any supporting images and instructions to advertising@sta.uwi.edu.

***PRODUCT/ PROGRAMME/ EVENT:** _____

Please copy the information inserted above and paste it into the subject line of your email!

Tell us your name, position, contact and account information

*Requested by: _____

*Position: _____ *Department: _____

*Tel / Ext: _____ *Email: _____

*Date: _____

*Account to be Charged: _____ *Budget: _____

Please contact the Bursary for your Account #

NEWSPAPER PLACEMENT REQUEST

The Marketing & Communications Office would be happy to help you select the best dates and publications.

Number of Placements: _____ Ad Size: _____

Regional Press (please give details in your email)

PUBLICATION DATES REQUESTED

Express:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Newsday:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Guardian:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Yes, I want this ad hyperlinked in the Digital Guardian:

(\$150+vat extra per placement)

Use the hyperlink _____

(Insert web or email address)