



# 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](mailto: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)*