

# 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):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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**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**