

ADVERTISEMENT OR SPONSORSHIP REQUEST FORM

Name: _____

Organization: _____

Address: _____

Phone: _____

Email: _____

Type of Advertisement

Athletic Groups/Athletic-Related (e.g., sports team program) – Submit to [Director of Athletics](#)

Building Based Organization / Activities (e.g., HS musical program) – Submit to [Building Principal](#)

All District-Wide Events/Activity Based Advertising (e.g., fundraiser) – Submit to [Dir. of Communications](#)

Location/Event _____

Start Date: _____

End Date: _____

Provide a detailed description of the proposed advertisement or set of advertisements. Please attach a color copy of any written advertisement for review. If a sponsorship is to be announced over the public address system or other auditory device, provide the specific language to be announced. Also include the number and location of the advertisements. All advertisements must comply with the content restrictions listed in [Policy 913.1](#).

Description: _____

Provide a detailed description of the fee structure being used for the solicitation of the advertisements:

By typing your name below, you are indicating you are signing off on this form electronically, which is the equivalent to your manual signature.

Signature

Date

Administration Use Only

Approved

Denied

If denied, reason for denial:

Signature

Date

After approval, a signed copy of this form should be given to the PRSD Office of Financial and Operational Services, Attn: Accounting Specialist.

Office of Financial and Operational Services Use Only

DATE FORM RECEIVED: _____

DATE REVENUE RECEIVED: _____
