

# Digital Advertising Request Form

First and Last Name

Sponsor/Department

Type of Advertisement

Event/Ad Name

Event Date

Event Time

Event Location

Is Spiritual Life Credit offered?

Yes

No

Event/Ad Description

*2 sentence write up about the event*

Begin Advertising

End Advertising

Requested Campus Advertising

*Please attach all graphics to your email request.*

Life @ NU Weekly Email (formerly In the Loop - text only, no graphics)

Campus Digital Announcement Boards (16X9, Landscape/Horizontal graphics)

Life @ NU Instagram Story (1080px X 1920px graphics)

*Printed posters can be stamped for approval by the Student Development Office (up to 10 posters per event) and can be posted in designated approved areas. The requestor is responsible for the removal of the posters after the event occurs.*

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Please save this completed form to your desktop, and e-mail it to [lifeatnu@northwestu.edu](mailto:lifeatnu@northwestu.edu) to complete your campus advertising request. Don't forget to include your graphics!

Any questions regarding campus advertising can be sent to [lifeatnu@northwestu.edu](mailto:lifeatnu@northwestu.edu).