



# Graphics Request

Request Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Event: \_\_\_\_\_

Additional information: \_\_\_\_\_

**Department:**

- Children's
- Computer
- Concert
- Exhibit
- Financial Literacy
- Job Help Center
- Other: \_\_\_\_\_
- Age group: \_\_\_\_\_
- Movie
- Speaker
- Tech Time
- Teens
- Tweens

**Day:**  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_      **Starting Time:** \_\_\_\_ : \_\_\_\_  am  pm

**Requirements:**

- Full sheet # \_\_\_\_\_
- Photography
- jpg
- Poster # \_\_\_\_\_
- Half sheet: # \_\_\_\_\_ of sheets
- What's Happening
- pdf

Web site/email for external presenter: \_\_\_\_\_

Requested by \_\_\_\_\_  

Date completed: ____ / ____ / ____	Proof approved by: _____
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