

SLIDE REQUEST

Name: _____ Today's Date: _____

Contact Info:

Name: _____

Title: _____ (if applicable)

SLIDE Options

1. Schedule (9 lines of text maximum/400 characters maximum)

2. Block Schedule (4 lines of text maximum/250 characters maximum)

Contact info will go here, is not included in total character/line count

3. Info Screen (400 characters maximum; copy paste into field below)

4. PowerPoint Slide (Build your own with approved templates & subject to approval and/or be changed)

SLIDE PRESENTING DATES/TIMES: FROM _____ TO _____

-Dates cannot exceed 14 days (does not include process time)

-Dates may be altered due to volume of slide presentation

Terms of Usage:

1. Slides must reference a PHC sponsored event/activity that has been approved by the Scheduling and Events Coordinator.

2. Slides must be in Microsoft PowerPoint Widescreen (16:9) format if you supply your own.

3. Please allow 2 full business days to process/approve all requests.

4. Please submit requests only for events pertaining to the majority of campus rather than select groups.

APPROVED: _____

Date Received: _____

Date Sent to Tech: _____