

OUR Helpdesk Fillable PDF Form 2021

<p><b>1. Please indicate the nature of communications assistance you require.</b></p> <div><input type="checkbox"/> Event Promotion</div> <div><input type="checkbox"/> Internal notice or announcement</div> <div><input checked="" type="checkbox"/> External (media) announcement</div> <div><input checked="" type="checkbox"/> Advertising</div> <div><input type="checkbox"/> Marketing of project/initiative</div> <div><input type="checkbox"/> Video Recording/Streaming</div> <div><input type="checkbox"/> Photography</div> <div><input type="checkbox"/> Permission to use UB logo(s)</div> <div><input type="checkbox"/> Website updates, amendments, uploads</div> <div><input type="checkbox"/> Electronic publication (brochure, booklet)</div>
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**6. Before submitting your form, please ensure that you have included all the items/ details outlined in this form. All fields below will need to be selected in order for your request to be processed.**

- ☒ Provided all the relevant information relating to your request.
- ☒ Completed all required fields in this form
- ☒ Received the requisite signatures

Signature: 

**The signature of a Chair, Dean, VP, Director or Executive Director is needed to ensure that your request is processed.**

Please save the completed form using the following format:  
Save as: Name of Request | Name of Person Requesting Services | Date of Request

Example: ChristmasTreeLightingJaneDoe1October2021.pdf