

Example Marketing 5Star Form

Requestor- First and Last Name

Acct/Dept-

Phone-

Fund- 1

Organization- 23

Account- 456

Program- 78910

Is this a request for an...- Existing Materials

Audience- Employee

Quantity of Printed Items- 150

Description-

Experience Starpower Awards Showcase

Friday, April 28, 2023

12:00-2:00pm

Michigan Room

Items requested:

Program- Please update last year's program:

Page 1- update last year's date to new date of Friday, April 28, 2023

Page 2- update last year's winner names to new list (attached)

Please send me the updates by 4/14. Once approved, please forward the file to print services for printing.

Promotion- Please promote list of award winners on social media, myLCC, digital signage, etc. in the hopes of encouraging attendance by students and community members.

Attachment- (add fake page attachment)

Requested Completion Date- Friday, April 14, 2023