



**Housing 12 – University Housing’s Television Station**  
**Housing 12 Advertising Request Form**

To request a UGA® graphic announcement be created and displayed on Housing 12, please fill out the form below and submit it to the Housing 12 Station Managers at [hsng12@uga.edu](mailto:hsng12@uga.edu).

**Organization Information**

Organization/Department: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

**Advertisement Information**

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ *Ads run Friday to Friday*

Content (This should include main event title, content, event dates & times, web addresses, phone numbers, etc. Attach a PNG or PowerPoint file if any.)

File Name: \_\_\_\_\_

**Payment Information**

Total: \_\_\_ \$10    \_\_\_ \$15    \_\_\_ \$20    \_\_\_ \$25

\_\_\_ University Account # \_\_\_\_\_

\_\_\_ Check Enclosed

Housing 12 operates under the direction of University Housing and the Residence Hall Association. Housing 12 reserves the right to reject messages, alter broadcast times, and/or edit messages for space limitations, content clarity, aesthetics in the interest of good broadcasting practices and taste, and in line with the policies of University Housing. Operating policies and guidelines are available from the Housing 12 office.

**STAFF USE ONLY**

Date received: \_\_\_\_\_

Initials \_\_\_\_\_

Pmt. Received \$ \_\_\_\_\_

Date entered: \_\_\_\_\_

Initials \_\_\_\_\_

Receipt number \_\_\_\_\_