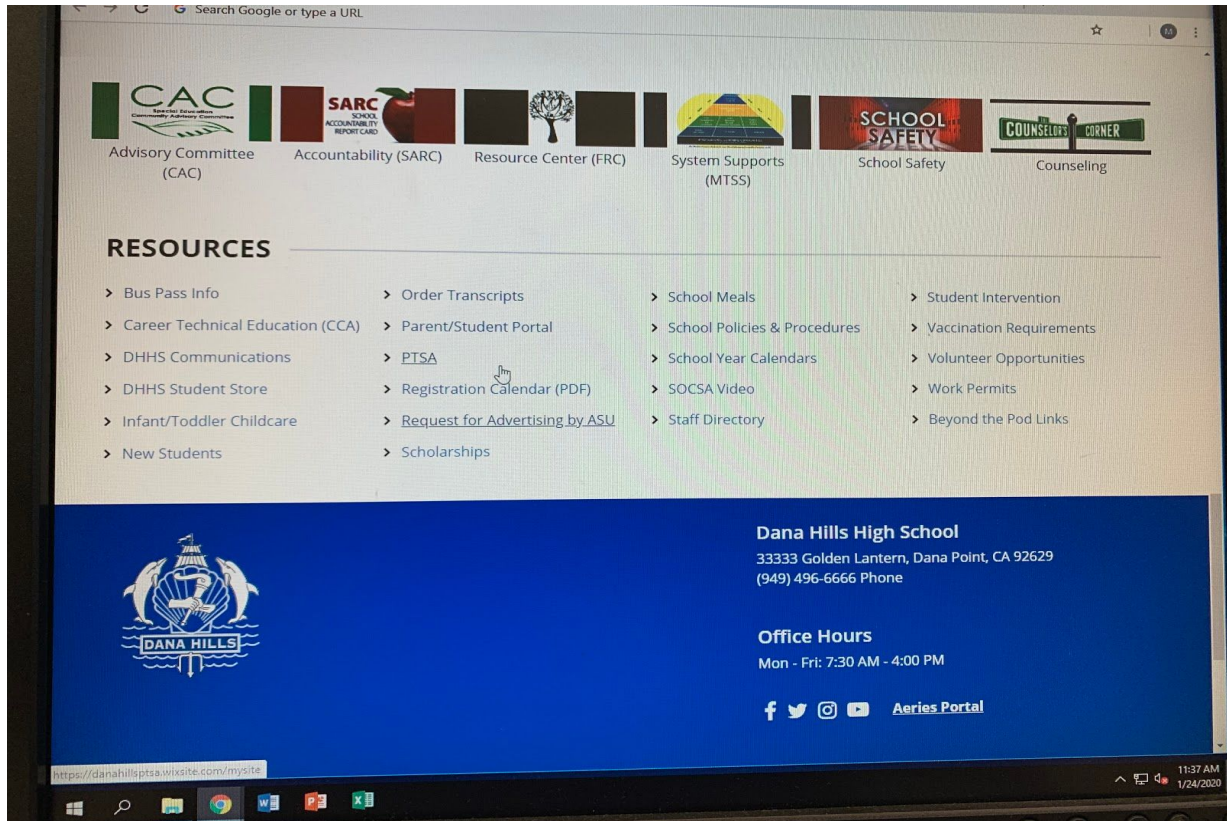


# Communications

Copy of student council submission for publication or presentation:

## Communications Service Submission System



Written in the quicklinks of the Dana Hills website is a link for our submission system. Once an individual clicks on this, they are led to an informational questionnaire (pictured below).

**Submit a Service Request**

Welcome to ASU Communications!

(ASU Members: Your event must be approved by school administration and posted on the calendar in the conference room before you complete this form.)

First Name \*

Last Name \*

Email \*

Phone Number \*

Event Title \*

Who is organizing this event? \*

Committee (if ASU)

Event Start Date \*

Event End Date \*

Event Description \*

Please include all important details.

Services Required \*

Graphics Preferences

Include preferred layouts, colors, themes, etc.

Writing Preferences

Include any details not included in your event description.

Posters and Decorations Preferences

Include quantity, shape, size, colors, designs, themes, etc.

The individual is prompted to enter information, so their request can be completed to the best of our ability.

Service Request Search	
Matching results are displayed below. Click on an ID for details.	
Q Search Again	Sort by
ID 99932022	
Event Title Capistrano Valley CSBC Field Tournament	
Event Start Date 10/19/2019	
Committee	
Services Required	
Graphics Approval	
Writing Approval	
Posters Decorations Approval	
Video Approval	
Status	
ID 48876609	
Event Title DHHS Marching Band @ CVHS	
Event Start Date 10/21/2019	
Committee	
Services Required	
Graphics Approval	
Writing Approval	
Posters Decorations Approval	
Video Approval	
Status	
ID 68947038	
Event Title Amazon Meeting	
Event Start Date 10/23/2019	
Committee	
Services Required	
Graphics Approval	
Writing Approval	
Posters Decorations Approval	
Video Approval	
Status	

Once the request is complete it is accessible to the Senior Director of Communications and Commissioners of Technology, Posters, and Social Media. Here is an example of some recent submissions.