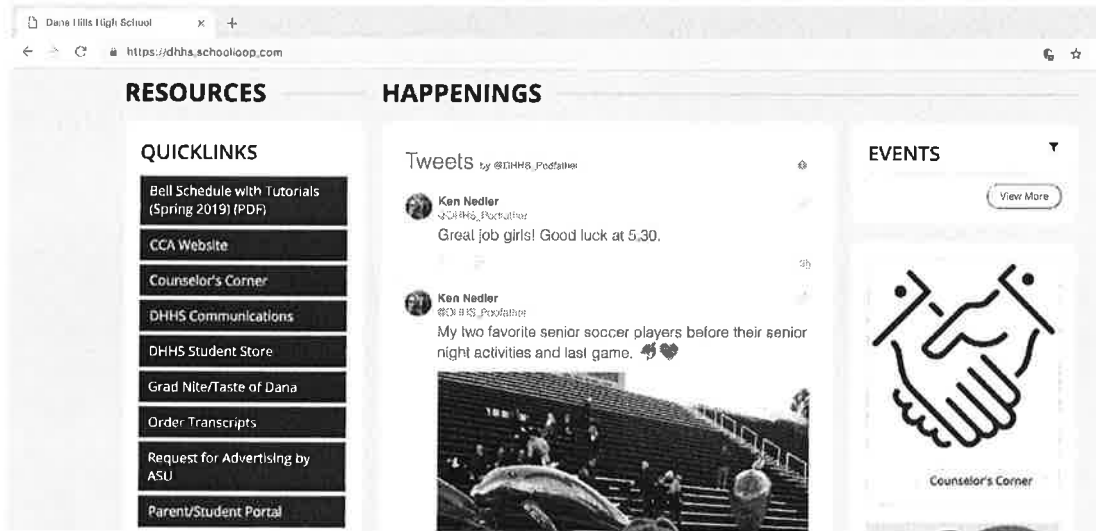


# Communications

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 lead to an informational questionnaire (pictured below).

A screenshot of a web browser displaying the "Submit a Service Request" form. The browser's address bar shows the URL "https://ic411n981.caspio.com/asp?AppKey=-fca33000819493967764bc0b127". The form is titled "Submit a Service Request" and has a subtitle "Welcome to ASU Communications!". Below the subtitle is a note: "(ASU Members: Your event must be approved by school administration and posted on the calendar in the conference room before you complete this form.)". The form contains several fields: "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\*" (with a placeholder "Please include all important details"), "Services Required\*", "Graphics Preferences" (with a note "Includes preferred layouts, covers, themes, etc."), "Writing Preferences" (with a note "Include any details not included in your event description"), and "Posters and Decorations Preferences" (with a note "Include elements, shape, size, color, design, themes").

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

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.

The screenshot shows a web browser window with two tabs: 'Dana Hills High School' and 'Service Request Search'. The address bar contains the URL: <https://c4f1f961.caspio.com/cip/traa5000be90d166d3ba43126659>. The page title is 'Service Request Search'. Below the title, it says 'Matching results are displayed below. Click on an ID for details.' and 'Q Search Again'. There are three search results listed, each with an ID, event title, start date, committee, services required, and various approval checkboxes.

**Service Request Search**  
Matching results are displayed below. Click on an ID for details.  
Q Search Again

**ID 10029073**  
Event Title Winter Holiday Decorations  
Event Start Date 12/1/2018  
Committee  
Services Required

- Posters
- Lighting, Sound, and/or Projector Displays

Graphics Approval  
Writing Approval  
Posters Decorations Approval  
Video Approval  
Status

**ID 25504495**  
Event Title SOCSA's Broadway Night  
Event Start Date 11/7/2018  
Committee  
Services Required

- Social Media Advertisement
- Marquee Advertisement
- Morning Announcement
- Website Advertisement
- Weekly Message Article
- Posters

Graphics Approval  
Writing Approval  
Posters Decorations Approval  
Video Approval  
Status

**ID 10029023**  
Event Title Class of 2019 Photo  
Event Start Date 11/26/2018  
Committee  
Services Required

- Website Advertisement
- Weekly Message Article
- Posters

Graphics Approval