



Guidelines for DFPA Information Board

Hello Prospective Advertiser,

Thank you for showing an interest in advertising in Loyola University's Department of Fine and Performing Arts Information Board. In an interest to have all the information be entirely correct and succinct, Please answer the following bellow and send it back to us in an e-mail. We would appreciate it if you Could do this as soon as possible so as to ensure that it will be included in our next posting.

1. What is the event? (Give a short description of what it involves or is about)

2. What are the details? (Time, date, location, cost, etc)

3. What are the specifications?

*If it is an internship, a wanted ad, contest, etc... what are some of the rules and guidelines?

4. A place to reach you? (Include phone, e-mail, website, etc.)

*Please indicate what information that you want the public to use to contact you.

5. Anything that you would like the reader to know about your event.

*Please keep it short and add your website or contact info to go to for more information.

** Please space out your answers. Do not have them all together in paragraph format.