

**University Housing  
Mass Mailing Information Form**

Name of group/organization \_\_\_\_\_

Name of group/organization representative \_\_\_\_\_

Representative phone number \_\_\_\_\_ E-mail \_\_\_\_\_

Name of advisor (if for a student group) \_\_\_\_\_

Requested date of distribution \_\_\_\_\_

Hall(s) in which materials will be distributed (circle all that apply)

Burge Daum Currier Stanley Mayflower Parklawn

Hillcrest Slater Rienow Quadrangle

Content approved \_\_\_\_\_

Mailing approved \_\_\_\_\_

The group/organization is responsible for delivering the items to be distributed to the hall desk(s).

The group/organization is responsible for providing 10 extra copies of its materials at each distribution point so they may be made available at the hall desk(s).

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