

**MEMORANDUM**

TO: Sarah Bergez  
Director of Marketing

FROM: Department \_\_\_\_\_  
Requestor \_\_\_\_\_  
Requestor's Phone and Email:  
\_\_\_\_\_

**RE: REQUEST FOR APPROVAL OF MARKETING/ADVERTISING,  
UNIVERSITY OF NEW ORLEANS**

Complete this form and email it to Sarah Bergez, Director of Marketing at [sjmarti2@uno.edu](mailto:sjmarti2@uno.edu).

DESCRIBE THE REQUEST, INCLUDING THE MEDIA TO BE USED AND COSTS. Attach a copy of the ad or the text, if available. If requesting a promotional item, include proposed artwork. Attach additional pages if necessary.

**By signing this form, I confirm that, to my understanding, this advertising is permitted by law (R.S. 43:111) and certify that this specific media is required to reach targeted audiences.**

\_\_\_\_\_  
Sarah Bergez or \_\_\_\_\_  
Director of Marketing Associate Director of Web Strategy

**APPROVAL FOR ATHLETIC DEPARTMENT ONLY**

\_\_\_\_\_  
Derek Morel  
Athletic Director