

Procedures for Working with the Publications Office

PLANNING

For all publications, the Publications Office will be contacted via the Publications Office website at pubrequest.salisbury.edu to request a copy of the publication. The Publications Office will be contacted via the Publications Office website at pubrequest.salisbury.edu to request a copy of the publication. The Publications Office will be contacted via the Publications Office website at pubrequest.salisbury.edu to request a copy of the publication.

For all publications, the Publications Office will be contacted via the Publications Office website at pubrequest.salisbury.edu to request a copy of the publication. **5 weeks prior to the event**

For all publications, the Publications Office will be contacted via the Publications Office website at pubrequest.salisbury.edu to request a copy of the publication. **3 weeks prior to the event**

PROGRAMS: For all publications, the Publications Office will be contacted via the Publications Office website at pubrequest.salisbury.edu to request a copy of the publication. **1 week prior to the event**

NEWSLETTERS: For all publications, the Publications Office will be contacted via the Publications Office website at pubrequest.salisbury.edu to request a copy of the publication. **3 weeks prior to when needed**

GIVEAWAYS: For all publications, the Publications Office will be contacted via the Publications Office website at pubrequest.salisbury.edu to request a copy of the publication. **1-3 weeks prior to when needed**

