

Flush Flash Request Form

This form provides an opportunity for campus events to be published on the weekly Flush Flash. The Flush Flash is a weekly calendar of events created by Student Development & Campus Activities for PLV campus events. The Flush Flash is displayed in public restrooms throughout the PLV campus.

All requests must be submitted the Wednesday prior to the event. For example, if your event is scheduled for Tuesday, December 1st you would need to submit your request by the previous Wednesday.

Due to space constraints, not all requests can be included in the Flush Flash. Student organization events will take priority on the Flush Flash content. For any questions related to this request form, please contact sdca@pace.edu with the subject line "Flush Flash".

Request Information

Is this an announcement or an event? [Required]

- Announcement
 Event

Name of your event or announcement (as you would like it to appear on the Flush Flash) [Required]

Please note: if space is limited, we may shorten your event or announcement name

For events: What is the DATE and START time of your event? (Skip this question if you are requesting an announcement)

For announcements: When would you like to run your announcement in the Flush Flash? (Skip this question for events)
(i.e., October 5 - October 7)

What is the confirmed location of your event? [Required]

For announcements, use "N/A"

Please provide us with a short description (1-2 sentences) of your event or announcement. [Required]

Please note: We do not use exact wording on the Flush Flash as we use this information to help identify keywords if an event title/announcement isn't clear.

Additional Request Information

Name of the Organization or Department submitting this request: [Required]

Contact Information for SDCA to follow-up on questions with this request: Name & Email [Required]

Upload a copy of any flyers/marketing associated with this request.

This is optional but it will help SDCA with specific information on the Flush Flash and Instagram story promotions (we will use your flyer in our weekly Instagram story).