



**MEDIA & ADVERTISING PRE-APPROVAL REQUEST FORM**

**GAEDA requires prior approval of ALL advertising/ media that involves GAEDA funding.**

Approval is required to ensure that the GAEDA logo is prominently featured in all media, publications, promotional items, and ads as per the grant cooperative endeavor agreement.



Submit this form with a legible copy of the media/ advertisement details to:  
Email: [avarnado@gaeda.org](mailto:avarnado@gaeda.org)  
Website: [www.gaeda.org](http://www.gaeda.org)  
Phone: 318.880.0407

Date: \_\_\_\_\_

Grantee: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Media / Promotional Item(s), Ad / Activity Name & Description	Start Date	End Date	Estimated Cost

**PRE-APPROVAL DOES NOT GUARANTEE FUNDS ARE AVAILABLE AT TIME OF REQUEST**

<input type="checkbox"/> This ad/activity is approved	<b>INTERNAL USE ONLY</b>
<input type="checkbox"/> This Media / Promotional item(s)Ad /activity is denied for the following reason(s):	_____
_____	Authorized Signature
_____	Date