



MARKETING/NEWS & PUBLIC INFORMATION REQUEST FORM

Please check one of the following:

- Advertisement Electronic File (PDF) Other (please specify): _____
- Brochure Direct Mail Piece
- Flyer Postcard

Allow 30 days for design, production, and printing on all new projects. Revisions to existing projects may have an earlier production and delivery schedule. Every effort will be made to produce projects by the date requested. Departments should present text (approved in advance by appropriate Vice Presidents and Directors) in electronic format for revision or design work to begin.

Person submitting request: _____ Department: _____

Email: _____ Telephone extension: _____

Date submitted: _____ Date needed back from printer (realistic and specific): _____

Description of project: _____

- Full Color Black and White

Needed for a specific event? Yes No If yes, what and when? _____

Envelope needed? Yes No Pictures attached? Yes No

Intended audience: _____

Quantity: _____

Bill to department: _____

Text Details (if you have text written, please attach):

Additional Details:

- Photo Request Press Release Request

Event Details:
