

FILE NO. _____

DATE REC'VD. _____

TODAY'S DATE _____ DATE NEEDED _____

MOST PROJECTS REQUIRE A MINIMUM 10 WORKING DAYS (NO ASAP) FROM MARKETING AND COMMUNICATIONS AND DOES NOT INCLUDE PRINTING TIME.

IF PRINTING IS NEEDED, ALLOW 10 ADDITIONAL WORKING DAYS MINIMUM FOR PRINTING SERVICES.

RESEARCH POSTERS REQUIRE 15 WORKING DAYS FOR PRINTED POSTERS.

FOR LARGER PROJECTS (PUBLICATIONS, BROCHURES) ADDITIONAL TIME AND DISCUSSION IS REQUIRED.

CONTACT _____ DEPARTMENT _____

DEAN'S APPROVAL _____ DEPT. HEAD APPROVAL _____

PHONE _____ BEEPER _____ COST CENTER NUMBER _____

FORM MUST BE FILLED OUT COMPLETELY BEFORE WORK BEGINS

GRAPHICS PUBLICATION ADVERTISING/PRESS RELEASE MARKETING

BROCHURE FLYER POSTER PROGRAM

BANNERS SIGNAGE POSTCARD INVITATION PACKAGE

NEW REVISE

PROJECT DESCRIPTION _____

INFORMATION ATTACHED

INFORMATION FORTHCOMING VIA E-MAIL WITHIN 2 WORKING DAYS

PHOTOGRAPHY ATTACHED

PHOTOGRAPHY HAS BEEN SHOT AND IS FORTHCOMING FROM EDUCATIONAL MEDIA

QUANTITY _____ TO BE DELIVERED TO _____

FOR APPROVAL, CONTACT _____ EXT _____ FAX _____

AD SPECIFICATIONS _____

SIZE _____ B&W 4C DELIVERY: CAMERA READY E-MAIL _____

FOR APPROVAL, CONTACT _____ EXT _____ FAX _____

ALL requests require the signature of the Department Head, Dept. Chair and/or the Dean. NOTE: Students MUST obtain a signature of the Dean and Assistant Dean of Student Affairs before submitting a request. All poster requests from students require the signatures of Department Head and Dean.