

TODAY'S DATE _____ DATE NEEDED _____

PROJECTS REQUIRE A MINIMUM OF 10 WORKING DAYS (NO ASAP) FOR MARKETING AND COMMUNICATIONS. THIS 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 DESIGN. IF A POSTER IS ALREADY LAID OUT IN POWER-POINT, ALLOW 5 WORKING DAYS FOR PRINTING.

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

CONTACT _____ DEPARTMENT _____

PHONE _____ EMAIL _____ COST CENTER NUMBER _____

DEAN'S APPROVAL _____ DEPT. HEAD APPROVAL _____

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

- Research Poster, Graphics, Advertising**, Press release, Marketing, BROCHURE, FLYER, POSTCARD, INVITATION, PROGRAM, BANNER, SIGNAGE, E-SIGNAGE, WEB GRAPHIC, DISPLAY

NEW REVISE SIZE QUANTITY NEEDED

ALL COPY SUBMITTED MUST BE FINAL APPROVED CONTENT AND THE WORK REQUEST FORM MUST BE FILLED OUT IN ITS ENTIRETY BEFORE WORK BEGINS

- ALL FINALIZED COPY AND PHOTOGRAPHY ATTACHED, ALL FINALIZED COPY AND PHOTOGRAPHY E-MAILED TO COMMUNICATIONS@PCOM.EDU, PHOTOGRAPHY IS FORTHCOMING FROM EDUCATIONAL MEDIA

PROJECT DESCRIPTION

**AD SPECIFICATIONS

- PRINT, ONLINE, SIZE, B&W, FULL-COLOR

CAMERA-READY PDF EMAILED TO:

ALL PROOFS AND FINAL PROJECT TO BE SENT TO: CONTACT:

EMAIL EXT