COMMUNICATIONS PROJECT REQUEST FORM

PART I—GENERAL INFORMATION

Date ________________________________________________________________

Unit/department ___________________________ EFS number ___________________________

Name _______________________________________________________________

Phone __________________________ E-mail: __________________________

PART II—PROJECT INFORMATION

Project description __________________________________________________________________________________________

If in support of an event, date of event ________________________________________________________________

This is a  □ new job  □ update/revision

Target audience __________________________________________________________________________________________

Date finished piece needed ____________________________________________________________

A NOTE ABOUT SCHEDULING: We must receive your request in a timely manner (minimum one week) in order for us to serve you well. For print jobs, in addition to the time it takes us to create your project, also factor in 2 weeks (10 working days) for offset printing or 2 to 3 days for Docutech photocopying.

PART III—SERVICES REQUESTED—CHECK ALL THAT APPLY

□ Consulting/brainstorming

□ Electronic communication
  □ Web site □ E-newsletter □ Other e-mail □ Intranet □ Measurement/tracking

□ Publicity/media relations
  □ Ad □ Press release/U News Service □ E-mail/Events Calendar □ Other ____________________________

□ Publications ________________________________________________________________
  □ Book □ Handbook □ Brochure □ Flyer □ Newsletter □ Invitation □ Postcard
  □ Other ____________________________

□ Other communications project ________________________________________________________________

—over—
PART IV—PRINT PROJECT SPECIFICS

Number of copies _______________________________ Project budget $______________________________

How will piece be distributed
☐ Campus Mail  ☐ U. S. Mail  ☐ Staff mailboxes  ☐ Other

Mailing enclosure  ☐ Envelope  ☐ Self-mailer  ☐ Other ____________________________________________

Printing costs  ☐ Estimate required  ☐ No estimate required

Paper (color or stock preferences)__________________________________________________________________

Ink color(s) ___________________________________________________________________________________

Text/copy (Communications Office does not have resources to write original copy.)

Preliminary copy (to indicate length and writing style) will be provided as

☐ Hard copy attached ________________________________

☐ Electronic file to be e-mailed  ☐ Other ____________________________________________

Final copy

☐ Hard copy attached  ☐ Electronic file to be e-mailed

Photos/art

☐ Hard copy attached  ☐ Electronic file to be e-mailed  ☐ Other

Anything else we should know?

Communications Office use

Time spent:
Date delivered: