



Communications project request form

Part I—General Information

Date _____

Unit/department _____ CUFS 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 _____

Part IV—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: