Allow a minimum of two weeks for completion.

Date ___________________ Date project is needed ___________________ Dept./Division _______________

Requested by ______________________________________________________________________________________

Print Ext E-mail

PROJECT REQUEST
- Advertisement
- Banner
- Bookmark
- Booklet
- Brochure
- Campus monitor
- Certificate
- Chart/Diagram
- Flatbed scanning
- Flier
- Form
- Invitation/Announcement
- Laminating (24" wide max.)
- Map
- Outdoor sign graphic
- Postcard
- Poster
- Program
- Program cover
- Sign
- T-shirt design
- Tickets
- Web banner
- Other ____________

Information / material is provided on / by: ☐ Paper (must be typed)  ☐ Email  ☐ Flash drive

Finished format size
- Letter (8.5x11)
- Legal (8.5x14)
- Postcard (Specify)
- Tabloid (11x17)
- Other __________

Orientation
- Portrait
- Landscape
- Folds
- None
- Other __________

In-house printing
- Copy machine
- Camera ready dpi __________
- Black & White
- Color

Professional printing
- Black & White
- 1-color run
- 2-color run
- 3-color run
- 4-color run

Requestor is responsible for:
- Providing all necessary copy and photos (if applicable) prior to the start of the project
- Accuracy of information, grammar and spelling
- Proofreading project prior to publication
- Receiving final approval from the Executive Director of Marketing/PIO prior to publication

________________________________________________________
Signature Date

Additional instructions:
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

Project completed Date Initials