

## New Project Request Form

Please allow 4-6 weeks per project + Print time (5-10 days). Projects will be completed in the order they are received.  
Please email this completed form and any supporting documents (clearly labeled) to mmorris@atu.edu.

<b>CONTACT INFO</b>	
Name:	Department:
Email:	Phone:
Website:	
Request a meeting to discuss project: <input type="checkbox"/> Yes <input type="checkbox"/> No ( <i>If Yes, I will contact you to set up a time</i> )	
Are you the person who is giving final project approval?: <input type="checkbox"/> Yes <input type="checkbox"/> No ( <i>If no, who: _____</i> )	

<b>NEW PROJECT INFO</b>				
Anticipated completion date:	Title:			
Objective ( <i>What do you hope to accomplish?</i> ):				
Project Description (Example: <i>Brochure to inform current students of program availability</i> ):				
Audience ( <i>Who are you trying to reach?</i> ):				
<ul style="list-style-type: none"> <li>• Primary: _____</li> <li>• Secondary: _____</li> <li>• Other: _____</li> </ul>				
Please indicate the type of project needed (Check all that apply)	<input type="checkbox"/> Flyer <input type="checkbox"/> Poster <input type="checkbox"/> Newsletter	<input type="checkbox"/> Brochure <input type="checkbox"/> Postcard <input type="checkbox"/> Invitation	<input type="checkbox"/> T-shirt Design <input type="checkbox"/> Ad	<input type="checkbox"/> Logo/Brand Development <input type="checkbox"/> Other*
*If you selected "other," please specify the requested project:				
If you selected multiple projects, will information be the same for all projects: <input type="checkbox"/> Yes <input type="checkbox"/> No				

<b>JOB SPECIFICATIONS</b> ( <i>Your office will be required to pay for any outside print services</i> )
How many colors: <input type="checkbox"/> 1 color <input type="checkbox"/> 2 color <input type="checkbox"/> Full color <input type="checkbox"/> B/W
Method of printing: ( <i>Please contact Public Relations for more In-House printing options</i> )
<ul style="list-style-type: none"> <li>• In-House Options: <input type="checkbox"/> Print yourself <input type="checkbox"/> Web (pdf)</li> <li>• Outside Printer Options: <input type="checkbox"/> Public Relations will get quotes/specs</li> </ul>
Quantity (in number of full-size pages). <i>If more than one design per page, keep in mind total number of full-size pages vs. total number of items per page. Example: Quarter page flyers - Need 100 quarter flyers = 25 total full pages.</i>
Number of full size pages: _____
Page Size: <input type="checkbox"/> 8.5x11 (letter) <input type="checkbox"/> 11x17 (poster) <input type="checkbox"/> Other: _____

I agree to provide all content needed for completion of this project at the time of project request submission, including, but not limited to: text, graphs/charts, & high resolution images. I understand that projects will be completed in the order they are received, and that failure to provide said content will result in a delayed completion date.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date