

Communication & Marketing Project Request Form

**Project Name:**

**Requests should be submitted at least 3-4 weeks prior of when needed for completion. Additional time should also be included for printing collateral with outside vendors. Requests will be prioritized and scheduled based on other requests received by C&M.**

**Name of Requestor\*/Extension:**

**Division:**

**Today's Date:**

**Requested Deadline for Project Completion from C/M (Please factor printing and mailing lead times):**

**Type of Project (check all that apply):**

Advertisement	Flyer
Apparel (please specify)	Invitations/Cards
Awards/Plaque	Kiosk Sign
Banner	Postcard
Brochure/Booklet	Poster
Catalog	Media Release or Media Alert
Certificates of Recognition	Save-this-Date card (hard copy or email)
Direct Mail Piece	Web Home Page Request
Event Program	Other (please specify)
Folder	
Official University Photography (include name of event, date, time, location and any specific photo requests)	

**Brief Description of Project.** Include target audience, quantity, and any specifics about the project (paper type, color, size, etc.)

**Your Division's Vice President's Approval is required before submitting to C&M:**

**Name:**

**Signature:**

**Date:**

**Submit hard copy requests to:**

Nancy Covarrubias Gill, Director of Communication & Marketing  
Solano Hall, Room 1202

\*Requestor will be contacted by a member of Communication & Marketing upon review.

Communication & Marketing Use Only

Director Approval/Date:

Project #