

MARCOM Project Request Form

Name of Project: _____

Name: _____ Date Submitted: _____ Phone: _____

Department: _____ Email: _____

Who is paying for this project?: _____ Account #: _____

Date project should be in hand or drop in mail: _____

PROJECT TYPE

Are you updating an existing piece? Yes No

Flier (8.5" x 11")

Poster (11" x 17")

Brochure

Press Release

Invitation

Envelope

Outer envelope

Reply envelope

Business reply envelope

Other (please explain): _____

Mailing inserts

RSVP card

Donation card

Other: _____

Postcard

Booklet/Program

How many pages? _____

Measurements: _____

Sign

Measurements: _____

Foamcore

Syntra

Other: _____

Web Page:

Ad

Video

Social Media

PRINTING/MAILING INFORMATION

Where do you plan to print? On campus Outsourced printer **How many do you need?** _____

Printing preference? Gloss Matte Full color Black and white Card stock

Will you be mailing this piece? Yes No First Class Non-Profit

Who will be providing the mailing list? _____

Please note: Mailing lists must have separate columns for FIRST NAME, LAST NAME, STREET ADDRESS, CITY, STATE AND ZIP CODE. Nothing else should be included on the mailing list. If the list includes a formal title it must be included with the FIRST NAME column (ie. Mrs. Jane, Dr. Melissa). If dual names are included, they should be in the FIRST NAME column (i.e., Dr. and Mrs. John). Mailing lists must be provided one week prior to the date the piece will go to the printer to allow the printer to prepare for the quantity.

PROJECT SUBMISSION PROCESS

PLEASE RETURN TO: Brad Salois, Marketing & Communications suite, First Floor, Pioneer Hall

This request must be submitted no less than 30 days from the date you need the project delivered (45 days is preferred). Printing off campus can take up to 10 days once the project design is completed. Submitting this form within a shorter time frame will not guarantee that it can be supported. You will be contacted within five business days of submitting this form to meet with a MARCOM team member to discuss your needs and the kind of support you can expect. While we will do everything we can to provide support; submission of this form does not guarantee that support can be provided. Faculty must first submit this form to the provost; coaches must submit to the director of athletics, staff need to obtain a supervisor's signature.

Signature of department supervisor: _____

INTERNAL MARCOM USE:

Received: _____ To Printer: _____ In Hand: _____

MARCOM Senior Director approval: _____