

MARKETING AND COMMUNICATIONS JOB REQUEST FORM

Contact: Meera Bowman-Johnson, Director of Communications, mbowmanj@central.uh.edu

The CoTA Office of Marketing & Communications is available to help any UH College of the Arts Division with their marketing, advertising, website, social media, photography, copywriting, public relations and other related needs.

Please take into consideration that the Office of Communications and Marketing requires **two weeks minimum for all requests**. To help our office with your needs, please complete and submit this Job Request form, upon which we will contact you and possibly meet with you to discuss your request, budget and the job completion date needed.

CLIENT INFORMATION

Requested by: _____ Date: _____

Department: _____

Project Name: _____

SERVICES REQUESTED

_____ Design _____ Copy _____ Consultation

_____ Advertising If advertising, name of publication(s) where ad will be placed: _____

Size of Ad: _____ Full Page _____ 1/2 Page _____ 1/4 Page

_____ 1/8 Page _____ Other _____ Black & White _____ Full Color (CMYK)

TYPE OF JOB (Please check any and all that apply.)

_____ Advertisement _____ Program _____ Social Media _____ Press Release

_____ Concert Program _____ Direct Mail Piece _____ Flyer _____ Poster

_____ Brochure _____ E-Blast _____ Invitation _____ Other

If other, please explain the nature of the request here: _____

JOB SPECIFICATIONS

_____ 8 1/2" X 11" _____ 8 1/2" X 14" _____ 11" X 17 _____ Other _____ Custom _____ Quantity

Target Audience _____

SUBMISSION REQUIREMENTS

The submitted text should be typed, edited, proofed and spell checked. Please submit by e-mail, no hard copies will be accepted.

TEXT: Text will only be accepted in MS Word (.doc), portable document format (.pdf, usually Adobe), plain text

(txt), or Rich Text Format(.rtf). **PHOTOS AND GRAPHICS:** All photos should be 300 dpi or greater and saved as TIFF, EPS, or JPEG.

Low res (72 dpi) is only suitable for digital purposes.