

## Marketing Project Request Form

Department \_\_\_\_\_ Date Received \_\_\_\_\_

Account Number \_\_\_\_\_ Contact Person \_\_\_\_\_

Email \_\_\_\_\_ Phone extension \_\_\_\_\_

Target Audience \_\_\_\_\_

### Type of project

- |   |   |   |                                       |
|---|---|---|---------------------------------------|
| <input type="checkbox"/> Advertisement                | <input type="checkbox"/> Flier - 8 1/2 x 11 | <input type="checkbox"/> Poster - 11 x 17 |                                       |
| <input type="checkbox"/> Signage                      | <input type="checkbox"/> Brochure/Booklet   | <input type="checkbox"/> Invitation       | <input type="checkbox"/> Certificates |
| <input type="checkbox"/> Newsletter                   | <input type="checkbox"/> Table Tent         | <input type="checkbox"/> Program          | <input type="checkbox"/> Post Card    |
| <input type="checkbox"/> Other (please specify) _____ |   |   |                                       |

☐ Color ☐ Black/White ☐ Quantity Needed \_\_\_\_\_

Deadline Date \_\_\_\_\_

### Content\*

Who \_\_\_\_\_

What \_\_\_\_\_

When \_\_\_\_\_

Where \_\_\_\_\_

Why \_\_\_\_\_

\*Is a sample draft provided if more detailed information is required for your project?

- ☐ Yes – attached ☐ No - needs development

☐ Job Completed Date \_\_\_\_\_

If no, please see the Vice President for Community Relations and Development to schedule an appointment.

Projects needing development time will require an additional 2 weeks to project deadline.

