

Marketing & Communications: Project Request Form



Updated: February 3, 2019

To initiate or request a project, please complete the following information. We encourage you to provide as much detail and project context as possible when filling out this form. Submission timeframe varies based on the complexity of the project. Please see the Communications Workflow below for timeframes.

Project Title Anticipated Completion Date
Contact Name* Phone
**This person will be notified to approve project drafts.*
Service Line Cost Center Email

This form must be completed and submitted to the Brand Manager in order for your project to be scheduled. If requesting multiple projects, please complete one form for each project.

QUANTITY:

PROJECT TYPE:

New Job Design Revision to Existing Piece
 Reprint of Existing Piece (No Design Changes)
 Print New Piece

PLEASE INDICATE TYPE OF PROJECT:

- Select Type of Project -
Advertising (Print or Broadcast)

INFORMATION PROVIDED:

Word Document PDF Text in email
 Hard copy attached with changes
 Photography / Artwork

PROJECT DESCRIPTION / SPECIAL INSTRUCTIONS:

HOW MANY COLORS:

1 color 2 color Full color B/W

PROJECT GOALS

SEND