



EAST CENTRAL COLLEGE

Marketing Project Request

Project/Document Title: _____ Date: _____ Due Date: _____

Contact Person: _____ Phone: _____ Office: _____

Department: _____ Budget: _____

Number copies needed: _____ Will this piece be mailed? yes no

Document Type (check all that apply):

- | | | |
|--|---|---|
| <input type="checkbox"/> Poster * | <input type="checkbox"/> Postcard* | <input type="checkbox"/> Bookmarks (4 to page) |
| <input type="checkbox"/> Bookmarks (5 to page) | <input type="checkbox"/> Facebook Banner | <input type="checkbox"/> Brochure* |
| <input type="checkbox"/> Email Image/Invite | <input type="checkbox"/> Flyer (8.5x11) | <input type="checkbox"/> Half Sheet Handout |
| <input type="checkbox"/> Icon/emblem/image | <input type="checkbox"/> Invitations (no fold)* | <input type="checkbox"/> Invitations (with fold)* |
| <input type="checkbox"/> Booklet (multi-page, half-fold) | <input type="checkbox"/> Program (half-fold)* | <input type="checkbox"/> Pocket folder* |
| <input type="checkbox"/> A-Frame Sign - Inside Display | <input type="checkbox"/> A-Frame Sign - Outside display | |
| <input type="checkbox"/> Other: _____ | | |

*Document size: _____

Finishing:

- | | | | | |
|------------------------------------|--------------------------------------|--------------------------------------|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> Staple | <input type="checkbox"/> Tri-Fold | <input type="checkbox"/> Half-Fold | <input type="checkbox"/> 3 hole punch | <input type="checkbox"/> Laminate |
| <input type="checkbox"/> Perforate | <input type="checkbox"/> Comb/Cerlox | <input type="checkbox"/> Spray Mount | <input type="checkbox"/> Other: _____ | |

Paper Type: Mimeo Hammermill Cardstock plain Cardstock glossy

If colored paper, what color: _____ (Note: 11x17 Cardstock only available in white)

Special Instructions:

Describe project and how it will be used:

Please complete this form and email it with any and all text and images to be used to creativeservices@eastcentral.edu
Allow 30 days for proof after submission of request. You will receive a confirmation email when project is received.

- Text should be sent in a Word document (PDFs and Publisher are also acceptable)
- Project photos should be sent in a .jpg format. (DO NOT embed them in a Word/Publisher document).

Check box if you would like to request a meeting to discuss project.

PR use only

Date text/photos received: _____

Date received: _____ Date Completed: _____