

Marketing Project Request

Number copies needed: Will this piece be mailed? yes				Date:	Due Date:	
Number copies needed: Will this piece be mailed? yes no Document Type (check all that apply): Poster *				_ Phone:	Office:	
Document Type (check all that apply): □ Postcard* □ Bookmarks (4 to page) □ Bookmarks (5 to page) □ Facebook Banner □ Brochure* □ Email Image/Invite □ Flyer (8.5x11) □ Half Sheet Handout □ Icon/emblem/image □ Invitations (no fold)* □ Invitations (with fold)* □ Booklet (multi-page, half-fold) □ Program (half-fold)* □ Pocket folder* □ A-Frame Sign - Inside Display □ A-Frame Sign - Outside display □ Other: **Document size: ************************************				Budget:		
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	Paper Type:	☐ Mimeo	☐ Hammermill	☐ Cardstock plain	☐ Cardstock glossy	
Special Instructions:	If colored paper, what color:			(Note: 11x17 Cardstock only available in white)		
	Special Instruction	ons:				
Describe project and how it will be used:	Describe project a	nd how it will be use	ed:			

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: