



# Publications/Design/Print Request

## Office of Marketing and Special Events

910-672-1838 / 910-672-1989 Fax / [www.uncfsu.edu/ia/marketing](http://www.uncfsu.edu/ia/marketing)

Request

Requester \_\_\_\_\_ Date of Request \_\_\_\_\_

Division/Dept/Program \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Project

Project Name/Reference \_\_\_\_\_

Objective/s \_\_\_\_\_

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

Key Message/Focus \_\_\_\_\_

Category

### Which category best describes your project:

- Ad
- Newsletter
- Invitation
- Graphic Design
- Flyer/Handout
- Booklet
- Magazine
- Direct Mail Piece
- Poster
- Event Program
- Bookmark
- Signage
- Brochure
- Postcard
- Web Banner
- Other \_\_\_\_\_

Specifications

### Layout and Print Detail:

*Scheduled delivery dates require a minimum 30-day lead time.*

Quantity: \_\_\_\_\_

Delivery / Date Requested: \_\_\_\_\_

Finished Size:  8.5 x 11     8.5 x 14     11 x 17  
 Other: \_\_\_\_\_ X \_\_\_\_\_  
 Please Advise

Content / Date Submitted \_\_\_\_\_

Photo/s / Date Submitted \_\_\_\_\_

Color:  B/W     2 Color     3 Color     4 Color  
 Please Advise

Special / Professional Photography Required?  
 Yes     No

Binding: \_\_\_\_\_  
 Please Advise

Is this a mail piece?  
 Yes     No     Envelope Required?

Fulfillment

Will Marketing facilitate printing, including acquisition of price quote/estimate?     Yes     No

To whom is cost estimate forwarded for approval? \_\_\_\_\_

*All requests submitted to the Office of Marketing and Special Events will be reviewed as quickly as possible for assistance. Acceptance of the request and timeline for fulfillment or other feedback will be shared with the requesting party minimally within one week following submission of this form.*  
*All requesters are expected to review the marketing guidelines for assistance and support found at [www.uncfsu.edu/ia/marketing](http://www.uncfsu.edu/ia/marketing) prior to the submission of any request for service.*