

Communication & Marketing Project Request Form

Requests should be submitted to the Communication & Marketing office at least 3-4 weeks prior of when needed for completion. Additional lead time should be included for printing collateral with outside vendors.

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|--|
| Project/Event Name: |
| Name of Requestor: _____ Ext. _____ |
| Dept/Area: _____ |
| Today's Date: _____ |
| Requested deadline for project completion (include 2-3 weeks lead time for printing/mailing and indicate multiple dates below): |
| Brief Project Description: (include target audience and specifics about the project) _____ |

Creative Services (Graphic Design or Photography)

Advertisement:
 Black & White Color Size Specifications: _____
 Artwork Deadline _____ Submitted to (email address): _____

Brochure: print file (jpeg, pdf) Web First Proof Due: _____ Completion Date: _____

Flyer: print file (jpeg, pdf) Web First Proof Due: _____ Completion Date: _____

Postcard: print file (jpeg, pdf) Web First Proof Due: _____ Target Mailing Date: _____

Invitation: print file (jpeg, pdf) Web First Proof Due: _____ Target Mailing Date: _____

Photography:
 Event Date: _____ Time: _____ Location: _____
 On-Site Contact: _____ Cell: _____

Other Services: _____

News or Social Media Services

News Release (News & Events)* Media Advisory* (media invitation only)
 *complete online request form at: <http://www.csuci.edu/news/resources.htm>

Facebook Twitter

Calendar Postings:
 VC Star VC Reporter KCLU Camarillo Chamber Simi Valley Chamber
 Others: _____

Communication or Marketing Services

Communication Plan Development Marketing Plan Development

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|---|
| Communication & Marketing Use Only |
| Director of C&M Approval/Date: _____ |
| Project # _____ |
| Special Notes: _____ |