



COMMUNICATIONS & MARKETING WORK ORDER REQUEST

JOB # _____

NAME: _____

DATE NEEDED: _____

DEPARTMENT: _____

PHONE #: _____

PROJECT/EVENT TITLE: _____

Has your department head/supervisor approved the services requested? YES NO

SERVICES NEEDED: (please check all that apply)

CAMPAIGN PROMOTION including the following -

LAYOUT / DESIGN

Poster Flyer Brochure Program Special Publication

Other: _____

Text / information: _____

Size _____ **Colors** _____ **Photo(s)** Yes No

PRINT JOB

Quantity needed: _____ Color Black/White

Paper size: 8.5x11 11x14 11x17 other

Paper Type: plain copy gloss non-gloss cardstock other

PRESS RELEASE

Subject: _____ Contact information: _____

PHOTOGRAPHER

Event: _____ Date: _____ Time: _____ Location: _____

WEB UPDATE

New Page Existing Page (please list URL) _____

Text / information: _____

OTHER: _____

ADDITIONAL NOTES: