

PROJECT REQUEST FORM

Office of Communications and Marketing
CLAFLIN UNIVERSITY



Contact:
Office of Communications
and Marketing
(803) 535-5077
geojohnson@claflin.edu

What services are being requested? *Select all that apply.*

Design Printing Other

*A lead time of 2-4-weeks is required for all requests for design services.

Date: _____ *Desired delivery date: _____

Name of project: _____

Contact person: _____

Contact E-mail/Phone: _____

Dept. to be billed: _____

P.O. # _____

BACKGROUND

Project goal//purpose: _____

Who is the audience? _____

Is the piece associated with an upcoming event? Yes No

If yes, which one? _____

State event location: _____

How will the piece be used/distributed? _____

SPECIFICATIONS

Size/Format (dimensions): _____

Specific elements that should be used: _____

Should the design be based on any other existing pieces? Yes No

If yes, which piece? _____

What is the quantity needed? _____

If a print project, do you need us to provide printing? Yes No

Does project require mailing services? Yes No *(If yes, please provide mailing list in Microsoft EXCEL file)*

COMPONENTS

Who is providing the text and when will we receive it? *(please provide in Microsoft WORD or Rich Text format)*

Name: _____ Date: _____

Who is providing the images/graphics and when will we receive them? *(please provide only hi-res files or vector artwork)*

Name: _____ Date: _____

Above components will be delivered using which of the following media? *(circle one):* CD Flash Drive Email

Are there any special instructions for the delivery of this project? _____

***A lead-time of 2-4-weeks is required for all requests for design services. If your project requires a shorter production time, it must first be approved by the Assistant Vice President of Communications and Marketing at ext. 5077.**

(Please return this form to the Office of Communications and Marketing in Tingley Hall, Suite 7)

Job Type *(check all that apply):*

AD

Brochure

Publication

Promotional Item (T-Shirt, etc.)

Flyer/Poster

Logo

Newsletter

Postcard/Announcement

Event Program

Folder with Inserts

Exhibit Display

Sign/Banner

Online Banner/AD

Directional Signage

Other *(please explain):*

