



**PUBLICATIONS REQUEST FORM**

**NOTE:** Please allow sufficient time for your Publications Request Form to complete the necessary review/approval process.

*The following sections must be completed by Requesting Dept.*

TODAY'S DATE: \_\_\_\_\_ REQUESTER: \_\_\_\_\_

SCHOOL/DEPT.: \_\_\_\_\_

CONTACT/LIAISON: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ CAMPUS ADDRESS: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

THIS REQUEST PART OF APPROVED PRIORITIES PLAN YES NO

**What Is The Purpose Of This Project (check all that may apply)**

- |                       |                   |                         |
|-----------------------|-------------------|-------------------------|
| Undergrad Recruitment | Public Info.      | Marketing Services      |
| Grad Recruitment      | Image Enhancement | Other (describe): _____ |
| Fundraising           | Events-Oriented   | _____                   |

**Who Is The Primary Target Audience (check all that may apply)**

- |                         |                      |                         |
|-------------------------|----------------------|-------------------------|
| H.S. Students           | Potential Donors     | Business Community      |
| Potential Grad Students | General Population   | Other (describe): _____ |
| Parents                 | Academic Community   | _____                   |
| Transfers               | Scientific Community |                         |

**How Will This Publication Be Distributed (check all that apply)**

- |                               |   |
|-------------------------------|---|
| Bulk mailing to: _____        | Handout at recruitment events           |
| First class mailing to: _____ | Handout at professional events/meetings |
| Respond to inquiries          | Other (describe): _____                 |
| Handout to visitors           | _____                                   |

Requesting Pre-Print Production Services Only Yes No (describe): \_\_\_\_\_

Requesting Production & Printing Services Yes No

In-house Yes No O.K. To Contract Outside Graphic Services Yes No

Delivery Date Desired: \_\_\_\_\_ Delivery to: Mailroom Loading Dock Mail House

**NOTE: Allow 4-8 weeks for production/printing, depending on the size of the project.**

Describe the format you propose – size, number of pages, black/white or color, photos or illustrations:

**Final/Approved Copy Attached**

Word Disk w/Hardcopy Via E-Mail Previous/Similar Project Attached With Revisions Noted

If Not, When To Expect: \_\_\_\_\_

Quantity Needed: \_\_\_\_\_ How Long Will You Use This Supply: \_\_\_\_\_

Budget Available for Design Yes No Budget Available for Printing Yes No

Source of Funds—Dept./Account To Be Charged: for printing: \_\_\_\_\_ UPS acct.# req:\* \_\_\_\_\_

**REQUEST APPROVED BY:**

DEPARTMENT CHAIR: \_\_\_\_\_ DATE: \_\_\_\_\_ DEAN: \_\_\_\_\_ DATE: \_\_\_\_\_

VICE PRESIDENT: \_\_\_\_\_ DATE: \_\_\_\_\_ SENIOR COMMUNICATIONS OFFICER: \_\_\_\_\_ DATE: \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY UNIVERSITY COMMUNICATIONS**

Approval To Proceed Received: \_\_\_\_\_ Communications Project Editor Assigned: \_\_\_\_\_