

College of Business

Marketing and Communication

Printing/Special Projects Request Form

This form is to be used when requesting special project assistance from the College of Business Dean's Office. Please fill in section 1 and 2 of the form and return to Melissa Price, Coordinator of Marketing, Strategic Communication and External Relations, Glass Hall 400 or Alyssa Ilgenfritz in Glass Hall room 351 on Tuesdays, Thursdays, or Fridays 9:00 AM-Noon during the spring 2016 semester.

If artwork assistance is needed please also complete and return an Advertisement Design Request Form.

SECTION 1

Date: _____

Name: _____ **Department:** _____

General Description of Project *(include the intended audience and the overall goal of the project i.e. awareness, donations, etc.)* _____

SECTION 2

Date when final project is needed: _____ **Number of items/copies needed:** _____

Dimensions: _____ **Vertical or Horizontal** *(circle one)*

Special paper: Yes or NO *(circle one)*

(Special paper must be ordered by your department and provided with this form i.e. invitation card stock or glossy paper)

SECTION 3

FOR DEANS OFFICE USE ONLY

Name of file created on shared drive: _____

Date Request Processed: _____

Date special project completed and delivered to individual listed in section 1: _____

SECTION 4

I acknowledge that the requested artwork was received and completed to my liking and specifications.

Signature: _____

Date: _____

Comments: _____
