

Manager Name

E-mail Address

Date Submitted

Department

Ext

Project Name

Desired Completion Date

☐ **NEW PROJECT** (If this is an Event or Marketing Campaign, it will require a meeting with Marianne Russo beforehand.)

☐ **REVISION of Previous Project** Approximate date and name: _____

Target Audience: _____ Project Needs: _____

Please allow at least 10 WORKING DAYS for all general updates and revisions. For new projects or events please allow 30 days.

Submit all text needed for this request via an attached Microsoft Word document. All other content (ie. photos, illustrations, spreadsheets, example of graphics) must be included digitally as an attachment through the Team Dynamix online request.

Project Type:

- ☐ Postcards
- ☐ Table Tents
- ☐ Flyers
- ☐ Sales Template
- ☐ Poster
- ☐ Web Rotator
- ☐ Web Banner
- ☐ Enplug Screen
- ☐ Business Card
- ☐ Other (specify):

Size

(Check all that apply)

- ☐ 22 x 28 in
- ☐ 8.5 x 11 in
- ☐ 11 x 7 in
- ☐ 4 x 6 in
- ☐ Other (specify):

Printing/Finishing

(Check all that apply)

- ☐ Copy Center
- ☐ Outside Printer
- ☐ Electronic (PDF)
- ☐ Other (specify)

Description of Project

Web Elements

- ☐ Please post to Website

(Specify Below)

Photography:

- ☐ Do photos need to be taken?

(Specify Below)

Public Relations

- ☐ Is this something that is potentially newsworthy.

Social Media

- ☐ Please post to social media sites.

Date: _____

Color Information

(Check all that apply)

- ☐ B&W
- ☐ Color

Quantity

(Specify Below)

A PDF file of the finished design will be sent by email for proofing of copy, design and content. Changes can be made directly to this PDF or in an email sent to the Comm team at the following address:
fns-communications@csulb.edu