MARKETING PROJECT REQUEST FORM
Graphic Design • Printing • Bulk Mail

Name: _____Unit: _____

Campus: _____ Request Date: _____ Due Date: _____

Graphic Design

Graphic Design: ☐Yes ☐No ☐4/color ☐2/color ☐black/white Size: _____

Is this an advertisement for placement in a publication? ☐Yes ☐No If yes, where? _____

Project Details:

Graphic Design Billing Information - Costs will be presented to requestor for approval before proceeding

Location	Restriction	Function	Unit	Account	Project/Comments

Printing

Printing: ☐Yes ☐No ☐In-House ☐Professional Quantity: _____

Printing Details (include paper and binding requirements):

Printing Billing Information - Costs will be presented to requestor for approval before proceeding

Location	Restriction	Function	Unit	Account	Project/Comments

Bulk Mail

Bulk Mail: ☐Yes ☐No Quantity: _____ Does this project require assembly? ☐Yes ☐No

Mail Date: _____ Is the mailing list complete? ☐Yes ☐No *If no, please submit list at least three days before the required mailing date. An excel template is available from the Marketing Office. Minimum piece requirements are required for bulk mail rates. Please email marketing@roseman.edu for more information.*

Postage Billing Information - Costs will be presented to requestor for approval before proceeding

Location	Restriction	Function	Unit	Account	Project/Comments

_____ _____

Signature Date Supervisor Signature Date

Materials: Please submit your request form and materials to the Marketing Office at least three weeks prior to the due date to ensure adequate resources are avaiable. Materials include content copy, photos (300dpi), samples and mailing lists. When emailing materials, please reference the project in the subject line. All projects require approval by the unit supervisor. The Marketing Office is not responsible for content provided that includes inaccurate information, such as mispellings, incorrect dates and times, or titles. Please carefully review all submitted materials and all drafts returned for review and approval.