

**College of Business**

**Marketing and Communication**

**Advertisement Design Request Form**

This form is to be used when requesting design 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.

**SECTION 1**

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Department and Program:** \_\_\_\_\_

**General Description of Project** (*include the intended audience and the overall goal of the ad i.e. awareness, student recruitment etc.*): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name of Publication or website where ad will appear:** \_\_\_\_\_

**SECTION 2**

**Date when final artwork is needed:** \_\_\_\_\_

**Ad Dimensions:** \_\_\_\_\_ **Vertical or Horizontal** (*circle one*)

**Specific artwork submission requirements** (*attach documentation or email as needed*): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I acknowledge that the information above is complete and accurate to the best of my knowledge. I acknowledge that the services rendered are for art design and advertising expertise only. I understand that it is my responsibility to communicate with the publication or website where the art will be used in all areas including payment and artwork submission. I will not hold the College of Business liable for artwork submission or the payment of this advertisement unless otherwise specified in a College of Business Marketing and Communication Contribution of Marketing Funds Agreement.

**Signature:** \_\_\_\_\_

### **SECTION 3**

**FOR DEANS OFFICE USE ONLY**

**Name of Student Graphic Designer:** \_\_\_\_\_

**Name of file created on shared drive:** \_\_\_\_\_

**Date Request Processed:** \_\_\_\_\_

**Date Artwork completed and files given 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:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_