

JOB #	RECEIVED
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(Form revised August 2020)

PROJECT TITLE _____

DEPARTMENT _____

DUE DATE _____

LEAD CONTACT _____

DATE OF EVENT _____

PHONE _____

(please write in the event date if applicable)

SUPERVISOR NAME _____

VP NAME _____

SUPERVISOR SIGNATURE _____

VP SIGNATURE _____

TIMELINES: Content/source files must be submitted electronically and of the correct resolution and type in order to begin your project. Approximately **4-6 weeks from the day of your event** is needed to properly develop the creative and market your event effectively.

Communications request forms must be signed by the Department Dean and a VP before work may begin. Please work with Marketing and the Printshop in determining final due dates to allow enough time for proofing, revisions, printing and bindery. **All text should be proofed for correct spelling, grammar and punctuation prior to being submitted. Marketing is not responsible for proofing/editing final deliverables.**

PROJECT DESCRIPTION (check all that apply)

DIGITAL

- Video Social Media: Facebook, Twitter, Instagram, etc.
- Powerpoint/Digital Presentations
- Photography

PRINT

- Flyer (8.5 x 11 full sheet) 4-ups (cut to 4 per page)
- Half Sheet (8.5 x 5.5-2 up) 3-ups (cut to 3 per page)
- Poster (full sheet, single sided)
 - 11 x 17 18 x 24 24 x 36 other _____ x _____
- Postcard (size: _____ x _____ inches)
- Tri-Fold Brochure
- Newsletter (typically 11x17, double sided, folded to 8.5x11)
- Multi-Page Booklet/Program (consult on size & binding)
- Sign/Banner (36 x _____ inches)
- The following document(s) will be distributed electronically and need to be accessible:
 - Flyer (8.5 x 11 full sheet)
 - Other: _____

ADVERTISING/MEDIA OUTLETS

- Press Release (email details to pgriggs@shastacollege.edu)
- News to Muse (email details to pgriggs@shastacollege.edu)
- Advertisements (please include size, contact info for publication, ad submission due date, mechanical specs if known and budget)
 - Print Ad
 - Radio Ad (production to be done by others)
 - TV Ad (production to be done by others)
- Shasta College Website Image
- Internal Television Communication Screens
- South Entrance Digital Display Screen
- Other _____

ACCESSIBILITY

- Accommodations will be available for people with disabilities (ie: sign language interpreting, captioning, etc.)
 Please pre-arrange with PACE (530) 242-7790

PROJECT SCOPE: (Please include event location, time, contact information if different from above, and any details describing your event, etc.)

Note: Client is responsible for submitting final, print-ready documents to the Printshop unless other arrangements have been made.