



PUBLIC RELATIONS/ MARKETING REQUEST

ALL FIELDS ARE REQUIRED

NAME: _____

REQUESTING DEPARTMENT: _____

PROPOSED DEADLINE: _____

Actual date is required. Please submit requests at least two weeks before your proposed deadline. For urgent requests (requests with less than two weeks of notice), the Communications workload will determine if the request is feasible. However, Communications will make every attempt to make your proposed deadline.

REQUEST TYPE:

- Promotional Document (Brochures, Flyers, Post Cards, etc.)
- Public Relations Request (Media Advisory, Press Release, Coordinating Media Coverage/Interview)
- Administrative Document Orders (Letterhead, Business Cards, Envelopes, Office Name Plates, etc.)
- Event Planning
- Website Update
- Reorder/Reprint Item Without Changes
- Other _____

FOR PURCHASES:

Line of Coding # _____

Line of Coding # must be 14 digits long and in the following format: 00-000-0000-00000

TELL US MORE ABOUT YOUR REQUEST:

When requesting business cards please include the following information: Name, Job Title, Office Phone, Email, and Location (Jackson or Hillsdale). It is optional to include the following: Credentials, Cell Phone, and Fax.

NAME OF DEPARTMENT DIRECTOR:

By checking this box I acknowledge I have spoken to the individual above and received their approval to make this request. **DATE:** _____