



Requestor:		Dept. or School:	
Job Name:		Phone:	email:
Date Submitted:	Due Date:	Fund Code:	Approval by:
<input type="checkbox"/> Normal Turnaround <input type="checkbox"/> Emergency/Rush	Deliver to:	Print: <input type="checkbox"/> In-house <input type="checkbox"/> External printer	Vendor:
Schedule: Shaded area to be filled out by marketing Job # _____			
Objectives:		Due in hand: _____ Printing on Press: _____ Prepare Files Print: _____ Final Approval Date: _____	Final Approval: _____ Third Proof: _____ Second Proof: _____ Initial Proof: _____
		<input type="checkbox"/> Meeting with Printshop Date: _____ <input type="checkbox"/> Quote request to Printshop: _____	
Primary Audience Demographic:		Call to Action:	
Current Situation:		Desired Outcome:	
Key Message/Tone:		Secondary Message:	
Type of Project :	Style	Media	
<input type="checkbox"/> Marketing Campaign	<input type="checkbox"/> New <input type="checkbox"/> Update	<input type="checkbox"/> Branding/image	Market: _____
<input type="checkbox"/> Advertising <input type="checkbox"/> Single Ad <input type="checkbox"/> Campaign	<input type="checkbox"/> New <input type="checkbox"/> Update	<input type="checkbox"/> Newspaper <input type="checkbox"/> Outdoor: _____ <input type="checkbox"/> Magazine <input type="checkbox"/> Online: _____	Art due: _____ Runs: _____
<input type="checkbox"/> E blast	Dated:	Style: <input type="checkbox"/> Web-based <input type="checkbox"/> email listserv template	Additional Ad Info: _____ _____ _____
Print	Style	Specs/Size	Quantity
<input type="checkbox"/> Brochure	<input type="checkbox"/> New <input type="checkbox"/> Update	<input type="checkbox"/> T rifold <input checked="" type="checkbox"/> Half Sheet <input type="checkbox"/> Other (see below)	
<input type="checkbox"/> Specialty Graphic	<input type="checkbox"/> New <input type="checkbox"/> Update	<input type="checkbox"/> T-shirt <input type="checkbox"/> Other _____	
<input type="checkbox"/> Poster	<input type="checkbox"/> New <input type="checkbox"/> Update	<input type="checkbox"/> 11x14 <input checked="" type="checkbox"/> 22x28 <input type="checkbox"/> 29.5x39.25	
<input type="checkbox"/> Flier/Insert	<input type="checkbox"/> New <input type="checkbox"/> Update	<input type="checkbox"/> 8.5x11 <input type="checkbox"/> Half -2up <input checked="" type="checkbox"/> Quarter - 4up	
<input type="checkbox"/> Form/Survey	<input type="checkbox"/> New <input type="checkbox"/> Update	<input type="checkbox"/> 8.5x11 <input checked="" type="checkbox"/> One-sided <input type="checkbox"/> Two-sided <input type="checkbox"/> Print <input checked="" type="checkbox"/> Fillable PDF <input type="checkbox"/> Online Survey	
Presentation/Digital	Style	Specs/Size	Quantity
<input type="checkbox"/> Logo - District Only <input type="checkbox"/> Logo - New Product	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Department Logo <input checked="" type="checkbox"/> School Logo	
<input type="checkbox"/> PowerPoint	<input type="checkbox"/> New <input type="checkbox"/> Update	<input type="checkbox"/> Template: _____ <input type="checkbox"/> New Design	
<input type="checkbox"/> Webpage Update	<input type="checkbox"/> New <input type="checkbox"/> Update	<input type="checkbox"/> include graphics: _____	
<input type="checkbox"/> Photo Shoot	Location:	Purpose:	
<input type="checkbox"/> Other: _____	Describe:		
Special Instructions:			