

MARKETING AND PUBLIC RELATIONS REQUEST FOR SERVICES

WE WOULD LIKE TO HELP YOU BE SUCCESSFUL WITH YOUR EVENT, PROJECT OR PROGRAM. THE BEST OPPORTUNITY FOR THAT IS TO INVOLVE US EARLY IN YOUR PLANNING PROCESS.

PLEASE NOTE:

OUTSIDE PRINTING REQUESTS GENERALLY TAKE UP TO TWO WEEKS THAT DOES NOT INCLUDE WRITING AND DESIGN SERVICES. ALLOW UP TO TWO WEEKS FOR DESIGN/WRITING SERVICES IN THE EVENT THAT WORKLOADS ARE HEAVY. EXCESSIVE CHANGES IN CONTENT AFTER DESIGN LAYOUT MAY RESULT IN A TWO WEEK DELAY. IT IS IMPORTANT TO AGREE ON TEXT AND OTHER CONTENT ELEMENTS PRIOR TO DESIGN LAYOUT.

SUBMITTED BY _____ DATE SUBMITTED: _____

JOB TITLE: _____ DATE NEEDED: _____

BUDGET FOR THIS JOB: \$ _____ COST CENTER: _____

EMAIL: _____ PHONE: _____

WHAT DO YOU WANT MPR TO DO?

- Event Promotion Date/Time Location: _____
- Update Prior Version (attach prior version with revisions)
- Create a New Design Proofread Content Approve Design
- Write Content Media Relations Press Release
- Photography Service Date/Time Location: _____

TYPE OF PUBLICATION

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Advertisement: Size _____ | Publication _____ | Media Contact _____ |
| <input type="checkbox"/> Brochure | <input type="checkbox"/> Business Card | <input type="checkbox"/> Certificate |
| <input type="checkbox"/> Event Program | <input type="checkbox"/> Flier | <input type="checkbox"/> Email Notice |
| <input type="checkbox"/> Poster | <input type="checkbox"/> Signage | <input type="checkbox"/> Info Channel |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Press Release | <input type="checkbox"/> Invitation |
| | | <input type="checkbox"/> Stationary |

PRINTING/DESIGN SPECIFICATIONS:

- | | | |
|---|--|---|
| <input type="checkbox"/> 8 1/2" X 11 | <input type="checkbox"/> Glossy Finish | <input type="checkbox"/> Non-Profit |
| <input type="checkbox"/> 11" x 17 | <input type="checkbox"/> Black & White | <input type="checkbox"/> Additional Color _____ |
| <input type="checkbox"/> Other Size _____ | <input type="checkbox"/> 4 color process | <input type="checkbox"/> Bulk Mail Permit |
| <input type="checkbox"/> Folds # _____ | <input type="checkbox"/> Binding | <input type="checkbox"/> Business Reply |

For Marketing Use Only: PO#: _____

Job assigned to: _____ Date Completed: _____