



**DESIGN INFORMATION**

Name of Project:	Date needed by:
Purpose:	
Intended Audience (prospective students, current students, faculty, staff, alumni, etc.):	
Content to include:	
Logos to include (College logo, program, partner organizations, etc.):	
Times available for meeting in person to discuss project (if needed):	

**FORMATTING**

Intended format: Flyer (single-sided) Flyer (double-sided) Program Brochure Other:	Intended for:	Print (CMYK)	Web (RGB)
	Additional information:		

**PRINTING INFORMATION**

Would you like PR to print copies for you? (Yes/No)	4-digit department code to be charged:
Number of copies:	Desired dimensions:

**CONTACT INFORMATION**

Name:	Department:
Title:	
Email Address:	Phone:

**PUBLICATIONS SHOULD BE REQUESTED AT LEAST THREE WEEKS IN ADVANCE OF THE DATE BY WHICH THEY'RE NEEDED.  
PLEASE ALLOW AN ADDITIONAL ONE TO TWO WEEKS IF A PUBLICATION NEEDS TO BE PRINTED AND/OR MAILED.**