

Marketing Services Request Form

[Mtg date] _____ [Job #] _____
[For M&C office use]

Date submitted: _____

Requested completion date: _____

The Marketing & Communications team works with faculty and staff to coordinate marketing initiatives for the College including media relations, creative services, electronic communications and printing services. *Our team edits content and creates layouts that are consistent with Meredith College standards.*

Project description—items needed, intended audience, purpose, etc.: _____

Has this job been previously produced? yes no Job # on previous publication: _____

Quantity: _____ Delivery information: _____

Project contact name and information (One contact per project): _____

Phone: x _____ Fax: x _____ Email: _____ @meredith.edu

Account number: _____

Budget amount: _____

*Others who must review/approve this job: _____

**The Office of Marketing and Communications provides proofs to the designated contact person. If additional personnel need to review and/or approve proofs, it is the project contact's responsibility to route each proof or make photocopies of it to distribute as applicable. If additional copies of a mock-up/proof are required, the project contact must discuss with the marketing and communications team.*

➔ After completing this form, return it to the Office of Marketing and Communications, 331 Johnson Hall. Or, fax it to x8330. You will be contacted regarding the next step.

Requested information must be provided prior to the beginning of all projects worked on by the marketing and communications team. A completed project request form must be submitted to the Office of Marketing and Communications no later than eight weeks before the date of requested delivery. Rush projects will be considered on a per project basis. Once submitted, a representative from the Office of Marketing and Communications will notify the project contact for additional information and to schedule a project meeting for further discussion.