

Marketing Design Request

Please allow **at least 10 business days between delivering all necessary project content to Marketing** and receiving a first proof.

Completed forms, all content and/or questions should be emailed to Kate Kreiman (kkreiman@emporia.edu) **AND** Ryan O'Meara (romeara@emporia.edu)

This form is to request design work from Marketing & Communication (MarComm). If only printing is needed, please contact the University Copy Center at ucc@emporia.edu. MarComm & the Brand Director reserve the right to refuse requests.

General Info

Today's date

Requested delivery date

Your name

Department

Quantity

Index #

state

local/foundation account

Deliver to (name & building/room #)

Project Title

New Request

Reprint with Changes

Color B&W Other

Project Type (please check all that apply)

Advertisement/Flyer

Book/Booklet

Brochure

Design Only PDF (t-shirt, swag item, banner, etc.)

Design Only Web/Digital

social media Hornet TV other

For social media or other, please provide more details to the right (e.g., social channels needed)

Mailer

Postcard

small (6x4) med (7x5) lrg (9x5.75)

Program

Poster

Stationery

Other

Additional Info

Please provide more details on your project, including size, # of pages, binding, and/or any other specific information or special requests relevant to this request.