Publication Request Form

NO PUBLICATION WILL BE PRODUCED WITHOUT APPROPRIATE INFORMATION BELOW.

Title of project _____   Date needed _____

Contact person _____   Date of request _____

Phone _____   Department _____

Audience _____

Delivery Instructions _____

_____

_____

Quantity _____

Please submit one of the following WITH THIS FORM:
-COPY (exact wording in Microsoft Word on disk or as an e-mail attachment)
-MAIN COPY POINTS if you would like Communications to assist you with the copy
-REVISIONS to a repeat project

We CANNOT start work on a project or put it on our production schedule until we receive all copy information. Please contact Communications x5939 with any questions.

Please use the following time table* as a guide for planning your project:

Projects requiring new design or major revisions-

Small projects (artwork only):	2 weeks
Printed flyers or programs:	2 weeks
Brochures or post cards:	4-5 weeks
Viewbooks:	2-3 months
Catalog:	3-4 months

Repeat projects requiring minor revisions or reprints with no revisions- 2-3 weeks

*Please note: This time table is subject to change based on your department's turn-around time for revisions and approval.

FOR COMMUNICATIONS OFFICE USE ONLY

Communications Office Approval_____ Today's Date _____

Date this form received by Communications: