**Requestor’s Information:**

Name: Click or tap here to enter text. Email: Click or tap here to enter text.

Department: Click or tap here to enter text. Today’s Date: Click or tap to enter a date.

**Marketing/Communication Requesting:**

☐ **Promotion** (Check all that apply)

☐ **Social Media** ☐ **Advertising** ☐ **Website**

☐  **NEW** **Flyer** ☐ **Update Previous Flyer (Email Canva link or name of flyer)**

\*\*\* For all new media designs, please provide a detailed description of how you would like flyer to be (per Branding Guidelines).

☐ **In-House** **Swag** ☐ **New Merchandise (This process will take longer.)**

 **\*\*Online Store purchases can also be ordered through Department**

**In-House Swag Items**

* Intended use Choose an item.
* Quantity requested Click or tap here to enter text.
* Date needed by: Click or tap to enter a date.
* Item: Click or tap here to enter text.

**Event**

* Event name: Click or tap here to enter text.
* Event date(s): Click or tap to enter a date.
* Event description: Click or tap here to enter text.
* Event contact: Click or tap here to enter text.

**Community Event** OR **Student Event?** (Circle one)

* + - May be promoted via website, social media, marquee and rotator screens.
		- May be advertised via radio, Facebook, (Boosting available).

\*Note: Some student specific events may not go on Social Media.

[ ]  **Special Requests**

 **NOTE: THIS WILL HAVE AT LEAST A 6-WEEK TURN-AROUND**

* Mass Communication, \*Requestor to provide mail list\*
	+ eMailed Choose an item.
	+ Mailed Choose an item.