

PROJECT REQUEST FORM

Date Submitted:

Deadline:

Requestor:

Budget:

Requestor Contact:

Cost Center:

Student Lead Contact

name

email

Project Type:

- event poster
- news item
- front page feature
- press release
- calendar
- social media
- alumni spotlight
- faulty spotlight
- student spotlight
- exhibition spotlight
- postcard
- other

Target Audience: Please email high-res pictures and/or renderings.

- CoAD Students
- CoAD Faculty
- UH Community
- Houston Press
- Donors
- Architecture Community

Brief Description:

(Who What When Where Why)

PURPOSE STATEMENT

Notes:

Visuals: Please upload your high-res images to [UHCOAD Dropbox](#).

For your planning purposes, please allow 7-14 days depending on project.