

COMMUNICATIONS and MARKETING REQUEST FORM

CONTACT INFORMATION: Name _____
Phone _____ Email _____

PROJECT TYPE:

- | | | |
|---|---|--|
| <input type="checkbox"/> Program | <input type="checkbox"/> Non-emergency announcement | <i>Make changes to website:</i> |
| <input type="checkbox"/> Project | <input type="checkbox"/> Assistance with The Daily Cougar | <input type="checkbox"/> Add a page |
| <input type="checkbox"/> Event | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Make a correction |
| <input type="checkbox"/> General interest | | <input type="checkbox"/> Other (describe in information box) |

For new staff intro communication (a bio and professional photo will need to be provided):

- Add to phone directory
 Add to listserv

DATE(S): *(if applicable)*

INFORMATION: *(Include relevant info, location and details, remarks, anecdotal, technical specs or information. Use additional space if needed)*

ATTACHMENT: *(Photo, diagram, graphic, report, file that can provide additional information)*

TARGET AUDIENCE:

- Faculty and staff
 Students
 Public

PHOTO/VIDEO REQUEST: *(requires advance notice)*

- Photo
 Video

SPANISH TRANSLATION: *(Check if you would like to offer the communication in Spanish.)*

ADDITIONAL COMMENTS / REQUESTS:

SUBMIT COMPLETED FORM TO COMMUNICATIONS OFFICE, PLANT OPERATIONS