

# NEW PROJECT FORM

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This is a guide for planning publications. To request University Communications assistance with your new print project, please print this form, fill it out completely and send it via campus mail to Connie Olson in the Publications Office, Old Library 2142, and someone will contact you. If you have questions on printing or design issues, contact the Publications Office at **836-3808**. If you have editorial questions, contact the News Bureau at **836-4741**.

DATE: \_\_\_\_\_ TARGET DELIVERY DATE: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

OFFICE/DEPT.: \_\_\_\_\_ ACCT NO. \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_ E-MAIL \_\_\_\_\_

POSSIBLE MEETING TIMES: \_\_\_\_\_

PROJECT DESCRIPTION:  BROCHURE  NEWSLETTER  FLIER  POSTER  OTHER \_\_\_\_\_

PRINTING INFO:  OFF CAMPUS  DUPLICATED  COPY CORNER  DIGITAL  OFF SET

INK COLORS:  FULL COLOR  2 COLOR  1 COLOR  BLACK  OTHER \_\_\_\_\_

QUANTITY: \_\_\_\_\_ SIZE: \_\_\_\_\_ FOLDS TO: \_\_\_\_\_

PAPER: \_\_\_\_\_ PAGES: \_\_\_\_\_

COPY WRITING STATUS:  TO BE WRITTEN  EDIT ONLY  OTHER \_\_\_\_\_

BUDGET: \_\_\_\_\_

PHOTOGRAPHY:  SUPPLIED  TO BE SHOT LOCATION: \_\_\_\_\_

DISTRIBUTION:  SELF MAILER  ENVELOPE  HANDOUT  OTHER \_\_\_\_\_

PURPOSE: \_\_\_\_\_

AUDIENCE: \_\_\_\_\_

NOTES: \_\_\_\_\_