Skyline College

Marketing, Communications and Public Relations Request for Services

1,2,1,2,1,2,1,2,1,2,1,2,1,2,1,2,1,2,1,2	illinumeutions und 1		4
SUBMITTED BY		EXT.	DIVISION
PROJECT NAME			
DATE SUBMITTED		*DATE REQUIRED	
Please make sure all assets (graph this will delay the start of your p required, please contact the Mark selection and photo editing. Sub	roject. Photos must be high i keting Department prior to s	resolution in order to be submission and allow am	used. **If photography is aple time for coordination, photo
Please check the appropriate se	rvices below:		
	w prior to print/distributi	on	
Communications ☐ GWAMAIL (stud. ema ☐ Faculty/Staff Emails (campus announcement	Event prog	eet	Large Format ☐ Banner Size (w x h) ☐ Directional Signage ☐ Posters 22"x 28"
Electronic Ads Social Media TV Screen	Flyers Half Sh Full 8.5 Postcard Posters 11 Rack Card	5" x 11" "x17"	Services Photography (subject to availability**) Other (describe below)
Please note: The Marketing Department uses Adobe Creative Suite to design collateral. *Please see guidelines document for setting a realistic deadline. If your deadline is before the minimum time requirement, your project will not be completed at the requested deadline. **Unfortunately, not all photography requests can be accommodated, particularly requests for after-hour and weekend events. MCPR will confirm photographer availability within a reasonable time of receipt of request. Instructions:			
	Office U	se Only	
Name	Service	Completed Date	Initials
Ivallic	JCI VICE	Completed Date	1111(1315