Skyline College

Marketing, Communications and Public Relations Request for Services

SUBMITTED BY _____ EXT. _____ DIVISION _____

PROJECT NAME _____

DATE SUBMITTED _____ *DATE REQUIRED _____

Please make sure **all** assets (graphics, photos, text) are provided at the time of request. If the assets are not included, this may delay the **start** of your project. Photos must be high resolution in order to be used. **If photography is required, please contact the Marketing Department prior to submission and allow ample time for coordination, photo selection and photo editing. **Submit completed request to Brittney Sneed at skypio@smccd.edu.**

Please check the appropriate services below:

☐ Submission is for **review** prior to print/distribution

Communications
- ☐ GWAMAIL (stud. email)
- ☐ Faculty/Staff Emails (campus announcements)

Electronic Ads
- ☐ Event Calendar
- ☐ TV Screen

Print Collateral
- ☐ Brochure
- ☐ Event program
  - ☐ Half Sheet
  - ☐ 8.5" x 11"
- ☐ Flyers
  - ☐ Half Sheet
  - ☐ 8.5" x 11"
- ☐ Postcard
- ☐ Posters 11"x17"
- ☐ Rack Card

Large Format
- ☐ Banner Size (w x h)_____
- ☐ Directional Signage
- ☐ Posters 22"x 28"

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 Use Only

Name	Service	Completed Date	Initials