




MARKETING REQUEST FORM

If additional space is needed, you can attach a WORD document with further details and any artwork to the email.

DOWNLOAD this form, complete and **email to** MarketingandPR@ccm.edu

ITEMS IN GREEN  ARE REQUIRED FIELDS.

 1 Today's Date:

 2 Date Needed:


 3 Please provide a brief description of what you wish to have covered, created or updated (newsletter, flyer, invite, ad, event, etc).

4. Select all elements needed. Press Release Social Media Website Graphic Design Titans TV Ad

Other:

Please note that photography and videography are not included in the marketing request. If you need a photographer for your event, marketing can supply a list of professionals we have worked with in the past.

 5 Name:

 6 Best phone number to reach you:

 7 Department:

 8 VP/ED signature required:

9. New or edits to an existing project? New Existing - filename or estimated time last updated:

10. Include all significant details. If this is an event, be sure to **include date, time, location, cost and RSVP details**. If more space is needed, please submit a Word document. Your document should contain your final copy with minimal, formatting. **Do not use text boxes**, graphs, or charts in your Word document. These items should be submitted as photos, graphics or an Excel file.

11. If submitting photos, please include name of photographer and a photo caption:

12. For press releases, a quote from a professor, administrator, student, etc. is required.

13. Provide names of students, professors, staff and others involved. **Example: Performing Arts:** name, role and hometown; **Art and Design:** name, title of work, medium and hometown. Please submit a Word doc if more space is needed.

14. Will this project be printed, digital or both? Print only Digital only Both printed and digital N/A

Please note that completing this form does not guarantee requests will be accepted. Discretion is left to the Marketing Department. You will receive notice if we are not able to meet your request.