DUTCHESS BUCES CO-SER 635 PUBLIC INFORMATION SERVICE PROJECT REQUEST

DISTRICT/DIVISION/OFFICE			DATE OF REQUEST			
ADDRESS / BUILDING						
CONTACT PERSON _						
PHONE _			FAX			
E-MAIL _						
AUTHORIZED BY						
PROJECT START DATE		Pro	PROJECT END DATE (DUE DATE)			
PRINTING? (CHECK ONE)	YES	No				
PROJECT NAME						
PROJECT TYPE (CHECK ONE)						
News				W (DD		
NEWSI	LETTER	BOOKLET	FLYER	MARKETING/PR		
BROCHURE		CATALOG	CERTIFICATE	EDUCATIONAL SUPPORT		
CALENDAR		Poster	PHOTOGRAPHY	GRANTS RESEARCH		
		CARD	PRESS RELEASE			
OTHER (DESCRIBE)						
EVENT COVERAGE						
DATE TIME (TIME SPAN OF ATTENDANCE?)						
LOCATION (ADDRESS)						
EVENT CONTACT NAME CELL#						
		TYPE OF C	OVERAGE (CHECK ONE)	PHOTOS INTE	rview B oth	
OFFICE USE ONLY						
Assigned To			Date			
DUTCHESS BOCES OFFICE OF COMMUNICATIONS & GRANTS RESEARCH 900 DUTCHESS TURNPIKE POUGHKEEPSIE, NY 12603 T; 845,486,8051 F; 845,486,4958						