

DISTRICT/DIVISION/OFFICE \_\_\_\_\_ DATE OF REQUEST \_\_\_\_\_

ADDRESS / BUILDING \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_

PROJECT START DATE \_\_\_\_\_ PROJECT END DATE (DUE DATE) \_\_\_\_\_

PRINTING? (CHECK ONE)      YES      NO

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

**PROJECT TYPE (CHECK ONE)**

NEWSLETTER

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 COVERAGE (CHECK ONE)

PHOTOS

INTERVIEW

BOTH

**OFFICE USE ONLY**

ASSIGNED TO \_\_\_\_\_ DATE \_\_\_\_\_