



# Marketing Communications PROJECT REQUEST FORM

PHONE: (478) 301-4024 • FAX: (478) 301-2684

Project # (For MC Use Only)

REQUIRED

Date Final Project Needs  
to be Delivered (Not A.S.A.P.)

REQUIRED

Budget Number Required

REQUIRED

1. Job Name \_\_\_\_\_

2. Contact Person \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

3. Marketing Communications Contact Person:  
\_\_\_\_\_

4. Project Description:  Advertisement  Brochure  Program/Invitation  Newsletter  
 Postcard  HTML E-Mail  Other

5. Special Instructions:  
\_\_\_\_\_  
\_\_\_\_\_

6. Quantity \_\_\_\_\_

7. Is photography required?  Yes  No

If yes, provide images or fill out a **Photo Request Form** and submit to Janet Crocker to arrange for a photographer.

8. Is copywriting required?  Yes  No If yes, who is the copywriter? \_\_\_\_\_

9. Number of Colors:  Full Color  Black and White  2 color (list specific colors): \_\_\_\_\_

10. Will there be mailhouse needs?  Yes  No If yes, contact Janet Crocker to complete a **Mail Service Form**.

No Indicia (using 1st Class stamps)  1st Class Indicia (minimum of 200)  3rd Class Indicia

11. Delivery Information:

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Return completed **Project Request Form** and any supporting materials (artwork or copy)  
to your Marketing Communications contact person  
or Janet Crocker at crocker\_jh@mercer.edu or FAX: (478) 301-2684.

**Submit Form**