



Project # (For MC use only)

REQUIRED

Date Final Project needs to be Delivered (not A.S.A.P.)

REQUIRED

Budget Number Required

REQUIRED

Marketing Communications PROJECT REQUEST FORM

PHONE: 478.301.4024 • FAX 478.301.2684

1. Job Name _____

2. Contact Person _____

Phone # _____ Fax # _____

3. Marketing Communications Contact Person:

- Larry Brumley:** Business(ATL), Pharmacy, Nursing, Marketing, Advertising, Mercer Press, Theology, Profile, Fine Print
- Rick Cameron:** Medicine, Mercerian, ThisWeek@Mercer, Athletics
- Mark Vanderhoek:** CLA, Engineering, Business(Macon), Education, Executive Forum, MERC, ROTC, News@Mercer, Tift
- Billie Rampley:** Grand Opera House, Townsend School of Music
- Daniel Manson:** Web

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 to your Marketing Communications contact person or Janet Crocker.