



# Marketing Request Form

---

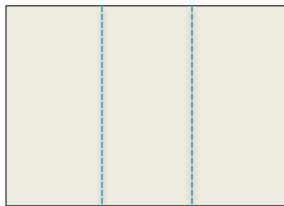
## Reorders and Reprints of Current Marketing Materials

For existing marketing materials that do not require custom design work, please use this portion of the form. Please note that there are costs associated with the professional printing of marketing materials, and that each program is to assess - *before the order is placed with the Marketing and Communications Department* - whether or not the program's budget can accommodate the cost. The program manager will also be responsible for completing all POs related to the marketing order.

Name: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

### Tri-fold Community Brochures (Professional - 2 weeks)



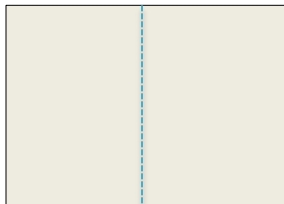
Program name: \_\_\_\_\_

Quantity: \_\_\_\_\_

Minor changes (if any): \_\_\_\_\_

Date needed by: \_\_\_\_\_

### Bi-fold Customer Passports (Professional - 2 weeks)



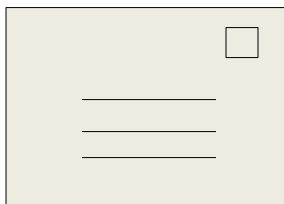
Program name: \_\_\_\_\_

Quantity: \_\_\_\_\_

Minor changes (if any): \_\_\_\_\_

Date needed by: \_\_\_\_\_

### Postcards / Event Invites (Professional - 2 weeks)



Program Name: \_\_\_\_\_

Quantity: \_\_\_\_\_

Minor changes (if any): \_\_\_\_\_

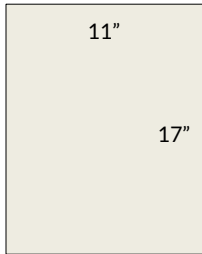
Date needed by: \_\_\_\_\_



# Marketing Request Form

---

## Posters (In-House – 1 week)



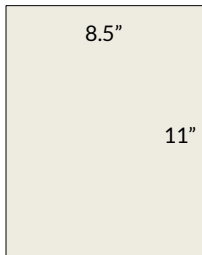
Program Name: \_\_\_\_\_

Quantity: \_\_\_\_\_

Minor changes (if any): \_\_\_\_\_

Date needed by: \_\_\_\_\_

## Tab-free Flyers (In-House – 1 week)



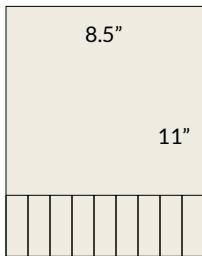
Program Name: \_\_\_\_\_

Quantity: \_\_\_\_\_

Minor changes (if any): \_\_\_\_\_

Date needed by: \_\_\_\_\_

## Tabbed Flyers (In-House – 1 week)



Program Name: \_\_\_\_\_

Quantity: \_\_\_\_\_

Minor changes (if any): \_\_\_\_\_

Date needed by: \_\_\_\_\_

**\*\* For Marketing and Communications Use Only \*\***

---

Date Received: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Date Delivered: \_\_\_\_\_

Total Cost: \_\_\_\_\_