



Checklist for Submitting a New Project Request

Think of the new Marketing & Communications Project Request as the software that helps us manage and track projects. Fill out the form for the following project requests:

- Flyer, poster, or brochure design
- Invite
- Story or feature writing
- Press release
- PowerPoint presentation
- Web page or website creation (not minor edits)
- Graphic design
- Logo creation
- Event planning or coordination
- Multimedia requests (videos, etc.)

Checklist

This checklist is a guide to help you work with our team in a way that ensures the best possible product for you and for the college. Prior to submitting a request form, please review this checklist carefully to ensure you have gathered all relevant and essential information.

Gather Information

- What is your deadline? Give us as least two weeks to complete your request, keeping in mind it takes time to print (2–5 days).
- Know what you would like the final product to look like.
 - What size should it be?
 - Does it need to be in black and white or color?
 - Is it one-sided or two-sided?
 - What should the word count be?
 - Do you need a PDF and a hardcopy?
- Do you have the final approved copy ready to go in an electronic format? Make sure everyone has signed off on it to eliminate multiple rounds of revisions during the production period.
- Are you providing photos, graphics, and additional content? Make sure you have gathered all content and it's ready to submit.
 - Are the photos good quality (ask us if you don't know).
 - Do you have approval to use the photos, logos, graphics, etc.?



Get Approval

- Get approval from your program director, PI, or faculty mentor.
- What's the budget number? Has this been approved?

Fill out a Project Request Form

- Submit new project requests via the marketing and communications request form. Make sure you fill it out completely. Give us as much information as possible.
- Attach your documents, approved content, etc. If you have more than 3 files to attach, contact our department for an alternative way to submit your files.
- We will get back to you within two business days.

Stay Connected

- Tell us about deadline changes. We are happy to work with you to get your project done in time.
- If you won't be around to check in mid-process, let us know so we can figure out a way to ensure we are on the right track with your project.
- If you haven't heard from us, check in. We want to keep open communication with you!
- Respond to any project-related questions as soon as you can so we can make sure things are done as you'd like.