UNIVERSITY OF CALIFORNIA

PROJECT REQUEST

Welcome to the Communications Project Request System. Please provide as much lead time as possible for your request to accommodate print design, web design, multimedia production, printing, delivery and mailing as necessary. Upon receipt of the work request, a project manager will contact you to review the parameters of your project. Projects will be accepted based on organizational priorities and existing workload. Delivery Due Date will allow us to create a timeline for your project, but it cannot be guaranteed until review of this work request has been completed. Please note that project timelines can vary from a few weeks to several months based on project deliverables and existing workload.

Requestor _____

Department _____

Project Name _____

Date _____ **E-mail/Phone** _____

Description and goal of project

☐ New Request
☐ Update to an existing piece
☐ Content exists

Deliverable
☐ Print design
☐ Web design
☐ Web development
☐ Video/multimedia
☐ Event support
☐ Other _____

Estimated Delivery Due Date _____

Print Quantity _____

Estimated Budget _____

Please send completed form to Carolyn McMillan. | carolyn.mcmillan@ucop.edu