

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** \_\_\_\_\_