

MARKETING REQUEST FORM



Name: _____ Department: _____ Date of Request: _____ Deadline: _____

Item name: _____

What type of content are you requesting?

- o Flyer (Front, Back, Tear Sheet)
o Ad Creation
o Brochure (Double Fold, Tri-Fold)
o Press Release (Tab, Herald Press, Other _____)
o Internet Post/Internet Update (Facebook, Website, Intranet)
o Reprint (Business Cards, Signage)
o Updated Printed Content (Flyer, Brochure)
o Event Added to Marketing Calendar (Date: _____, Location: _____)
o Video
o Promotional Product
o Other: _____
o For employee marketing items (business cards, badges)

SEE S:\BRANDING TOOL BOX\SOPS & Guidelines\New-employee-marketing-request-sheet.docx

Has this request been approved by your department director/supervisor? ___ No ___ Yes

Is this an update of an existing promotional piece/request?

___ No ___ Yes (If yes attached edited sample with current changes)

Please provide details for the requested task:

Quantity needed: _____ Folded: ___ No ___ Yes: ___ Trifold ___ Z-fold ___ Gated ___ Single Horiz/Verti

Flat Size: ___ 11x17 ___ Other Final Size: ___ 8.5x11 Horiz/Vert ___ 4x9 ___ Other: _____

Paper Stock: (all orders will be placed on 100% Post-consumer waste, 70# text white unless otherwise specified)

Printing: ___ Color ___ B&W Color sides: ___ 1/0 ___ 4/0 ___ 1/1 ___ 4/4

Bleeds: ___ No ___ Yes Bindery: ___ Not needed ___ Saddle-stiched ___ Perfect bound ___ Spiral

File attached: ___ No ___ Yes File name: _____

NOTES: _____

What is the budget for this request? _____

What funding line will it come from? _____

What is the goal of this request? _____

What logos need to be used for this request? RUPCO, RDAC, Fair Housing, Bank Partners, Sponsors, please specify.

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Is there anything else marketing should assist with this request?

Received by: _____ Date received: _____ Entered into production calendar: _____