



## MARKETING REQUEST FORM

(draft: January 3, 2022)

Requests will be fulfilled in order of priority, unless otherwise noted among Faculty and Staff.  
Marketing requests from each department must be submitted at least **four weeks** prior to your project's expected launch date. Please complete all fields on this form.

Project/Program Title	
Requester's Name	
Date of Request	
(Expected) Launch Date	

Project Summary			
Primary Audience			
Secondary Audience			
Goals/Objectives			
General Message			
Project Theme/Style			
Previous Examples	(Please attach web or file links here.)		
Budget Figure(s)			
Print or Digital Media?		(If Print) Quantity?	
Onsite Photos?			
Additional Notes			