



Work Request Department of Communications

Please complete form to request marketing materials and printing assistance. Email form to Vicki Feldhaus at feldhausv@cravencc.edu. NOTE: for your planning, lead times in working days are: press release/article – 8 days, flyer/poster – 5 days design and/or 4 weeks

to print, brochure/newsletter – 3 weeks design and 5 weeks to print, sign ad – 5 days design, logo/art – 2 weeks design, web/PowerPoint slide – 5 days (updated monthly), photography – 5 days. Questions? Please call Vicki at (252) 638-7214.

Department/Program: _____

Project Name _____

Contact Name: _____

Preferred E-Mail: _____

Request Date: _____

Telephone: _____

Type of communication materials requested: (Please check all appropriate boxes)

Updating Existing Materials: Yes No

Press release Article (story editing)

If Yes, what has been produced and when?

Flyer Poster

Brochure Newsletter

Sign/Banner Ad

Logo/Art Web/PowerPoint slide

Photography Exhibit design

Grants (See form)

Required by date: _____

Signature of Dean or Vice President _____

Budget Code: _____

Other (Please explain) _____

Copy of previous PO (if an existing piece)

Anticipated size: _____

Quantity: _____

Promotion of (please be specific): _____

Paper Stock: _____

Marketing and Communications Use Only		
Assigned file #: _____		
Received: _____	Approved: _____	
Urgent <input type="checkbox"/>	Low Priority <input type="checkbox"/>	Hold <input type="checkbox"/>
Status: _____		
Finished by: _____		
Production Notes: _____		

