MARKETING/TECH REQUEST FORM

Received: _____ Completed: _____

Designer Assigned: _____

MARKETING STAFF ONLY

Today's Date: _____ Job Due: _____

*Please submit form 4 weeks in advace of due date.

Requested by: _____

Phone: _____ Email: _____

CLUB REQUESTING JOB:

DESIGN SERVICES:

- ☐ Flyer
- ☐ Quarter Fly-
- ☐ Other: _____
- ☐ Digital Signage
- ☐ Alestle Ad Week of: _____

TECHNOLOGYSERVICES:

- ☐ Website
- ☐ Master Calen-
- ☐ CSI
- ☐ Social Media

☐ New Photography Requested
Complete and attach Photo Request Form

EVENT/PROGRAM DETAILS

Event/Program: _____

Date: _____ Time: _____ Location: _____

Contact Name: _____ Phone: _____ Email: _____

Description: (use second page if needed)

Design Direction: (Specific Colors, Pictures, Fonts, etc.)

Number of copies: _____

TECHNOLOGY INFORMATION

☐ Completed

CSI Max Capacity: _____ Wait List Capacity: _____

Additional Details to Include on Website/Social _____

MARKETING STAFF ONLY

Signed Off By: _____ Date: _____