

Davis & Elkins College Communications & Marketing Office

Project Request Proposal

Please complete the following information and send this form via email to Linda Howell Skidmore at skidmorel@dewv.edu or via campus mail to C/M, ATTN: Linda Howell Skidmore. If you need help completing this form, please email skidmorel@dewv.edu or call 304-642-1550. *Make sure you save the form first before filing it out.*

- Approval for all projects must be secured from your senior staff member before work can begin.*
- Communications & Marketing is committed to assisting D&E's community with developing design and content for print materials and the web. In order to facilitate this work and to meet appropriate deadlines, please allow for a minimum of 4 weeks lead time for website-related requests and/or a minimum of 6 weeks lead time for print-related requests.
- The office making the request must secure appropriate purchase orders if necessary.
- All materials, including high resolution images, text and event details, must be submitted with this request.
- A printer code is required if the office making the request does not have access to a color printer or a large format color printer and C&M has to print the materials.
- A printing estimate sheet for rack cards and brochures is available. Email: skidmorel@dewv.edu. We encourage you to consider outside printing for materials that require over 100 copies. We can help you make that decision.

PLEASE SUBMIT REQUEST AT LEAST SIX WEEKS PRIOR TO DEADLINE

Your Name: _____ Your Department: _____
Email Address: _____ Department Budget Funding: _____
Phone Number: _____ Printer Code: _____

This project has been approved by a senior staff member.*

Date of Request: _____ Deadline: _____

PROJECT/EVENT TITLE: _____

COMMUNICATION/MARKETING NEEDS

- | | |
|---|---|
| • Advertisement _____ Available Budget: _____ | • Event Program _____ Number: _____ |
| • Brochure _____ Number: _____ | • Rack card _____ Number: _____ |
| • Poster _____ Number: _____ | • Web Page _____ |
| • Press Release _____ | • Signage _____ Available Budget: _____ |
| • Email _____ | • Other _____ |

REQUIRED INFORMATION *(primarily for events)*

- | | |
|--|---------------------------|
| • Date: _____ | • Admission Prices: _____ |
| • Time(s): _____ | • Age Requirement: _____ |
| • Event location: _____ | • Sponsors: _____ |
| • Open to the public? _____ | • Website links: _____ |
| • For more information contact number/email: _____ | |

Copy and images provided by: _____

Responsible party for information and approvals: _____

Additional Notes *(This can include target audience and other pertinent information):*

*Thank you for your assistance! Someone will contact you if there are any questions.
Submitting this form assists our office in tracking and prioritizing all requests.*