

MARKETING & PUBLICATIONS REQUEST FORM

If you're looking for marketing or promotional materials, please complete this form and send it to College Communications. If you have any questions filling it out...just ask and we'll help out!

Have questions?

For more info head over to
BristolCC.edu/CollegeCommunications
508.678.2811, ext. 2169
Communications@BristolCC.edu
Room D101

Job Number: _____

Contact

Today's Date: ____ / ____ / _____

Client: _____

Project Manager: _____

Designer: _____

Project Info

Project Title: _____

Deadline Date: ____ / ____ / _____

Budget: _____

Quantity: _____

- New
- Reprint (w/edits)
- Reprint (no edits)
- _____
- Color
- Black and White

Is this a Grant Project? Yes / No

Audience (check all that apply)

- Prospective Students
- Current Students
- Faculty
- Staff
- Alumni
- General Public
- Traditional Aged Students
- Adult Learners
- Transfer Students
- Potential Donors

Objective

Other Details

Final Approval

Linda (Final Proofing): _____

Client (Date): _____

Designer: _____

Project Manager: _____

Scheduled Delivery Date: _____

Delivered: _____