

Marketing and Communications Request Form

Please complete this form in its entirety. The marketing team will review and provide recommendations on next steps for your marketing/promotional efforts. Requests for printed materials, webpage creation or multi-tiered marketing campaigns must be submitted at least one month (30 days) in advance to ensure adequate timing for creation/execution. Timing of all other requests will vary and need to be confirmed by your marketing communications manager, but must be submitted at least two weeks (14 days) in advance. **Please note, April 15 is the cutoff for all fiscal year projects.**

Email your completed form directly to communications@fscj.edu.

Requestor Name: _____ **Requestor Contact Info:** _____

Program contact/s: _____ **Phone number:** _____

School/Department: _____

Program/s and/or service/s to be promoted: _____

Campus/Center location(s): _____

Description

Please describe the nature of your request:

Program Application Deadline Dates (if any): _____

Requested Completion Date: _____

Was this request approved by your Dean/AVP/VP? Yes No

Continue on the next page.

Complete the checklist below for each of the items you would like to have considered for this marketing effort. Items may be added or removed based on the recommendations by your marketing communications manager. If you do not know your specific needs, select the box below.

I am not sure what I need, I would like to schedule a meeting with my marketing communications manager.

Collateral Materials Request Form

Print:

Brochure

Tri-fold

Multi-page

Flier

8.5 x 11

8.5 x 5.5

Other:

Rack Card

Postcard

Mailed

Not mailed

Digital:

Eblast:

Faculty/Staff email

Weekly Student Events email

FSCJ social media post

Webpage creation

Monitors on campuses

Photography

Videography

Media advisory/press release

Promotional Items:

Tablecloth

Pop-up banner

Shirts

Pens

Cups

Tote bags

Phone accessories