

UNION COLLEGE OCC REQUEST FORM

All requests must be submitted at least 4 weeks before the established due date with a maximum of 3 proofs to be guaranteed a finished product.

Items desired for project: This is a new project. Press Release Social Media Program Flyer
 Poster Banner Brochure Other Other Publicity Marketing Services (email, radio, or news paper)

**Please fill out the following questions as it pertains to your request.
PLEASE PRINT EXACT WORDING TO BE PUBLISHED**

Project Title: _____ Submission Date: _____

Budget Account Number (if applicable): _____ Print Quantity (if applicable): _____

Name of Job Owner: _____ Due Date: _____

Job Description: _____

Please attach any photos, graphics, or design details we should know about or take into consideration? Also, please describe them below, and send electronic copies to **communications@unionky.edu** or drop physical examples off at the Office of College Communications (along with this completed form).

Provide information for any form of marketing or services such as a press release, newspaper, radio, or paperless advertising via email or social media. Please provide dates of release if applicable.

If you would like to schedule a meeting with OCC please provide availability below.

PLEASE ATTACH ANY ADDITIONAL INFORMATION INCLUDING EXACT CONTENT TO BE USED
NOT ALL CONTENT SUBMITTED WILL MEET UNION COLLEGE GUIDELINES
IN THIS CASE SOME CHANGES MAY BE MADE