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.

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.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________