

Project Request Form

Office of Marketing & Communications

Please submit project requests with as much detail as possible. All efforts will be made to conduct services within the university to reduce costs. Requestor will be provided with approximate cost of project and requestor must obtain appropriate approval(s) for costs incurred to their department.

Please allow 2-4 weeks for project completion, based on the priority, scope and scale of project.
Email completed form to: Kaysha Rajani at krajani@chsu.edu, Office of Marketing & Communications

Project Summary

CHSU	COP	COM
Project Name:	Priority (High / Medium / Low):	
Requested by Name:	Requested by Department:	
Approved by Name & Department:	Project Needed by Date:	
Project Submission Date:	Budget:	

Type of Project *(mark all that apply):*

New Project	Changes to Existing Project		
CHSU Website	Powerpoint Services <i>(Template, Presentation Creation, Review for Branding)</i>		
Event	Fundraiser	CHSU Social Media	Graphic Design Services
Photography	Sponsorship	Press Release	Print Services
Videography	Grant	News Story	Promotional Item
Writing Services/Proof Reading	Other _____		

Detailed Summary of Project:

Target Audience:

Prospective Students

Current Students

Alumni

Faculty

Employees

Community

Please describe who, what, when, how, why, etc. (Provide attachments if necessary, references, photos, etc.)

Special Circumstances/ Needs:

Objective/Call to Action:

Graphic Design & Print Services *(mark all that apply):*

Brochure

Logo

Photograph

Program Booklet

Flyer

Newsletter

Email Blast

Poster or Banner

Sign

Card

Invitation

Other

Size & Set Up *(mark all that apply):*

8.5" x 11"

8.5" x 14"

11" x 17"

4" x 6"

5" x 7"

8.5" x 5.5"

24" x 28"

of Pages: _____

Custom Size (W x H) : _____

Print Quantity: _____

Send final files to:

List any file specs here (for example: imprint area, file size/type, dimensions etc...)