

# Idaho State UNIVERSITY

Project request form for creative work from the Office of University Relations

## WHO

Please fill out completely.

Client/Department \_\_\_\_\_

Contact name \_\_\_\_\_

Contact number \_\_\_\_\_

E-mail \_\_\_\_\_

Who will sign off on this project? \_\_\_\_\_

All print jobs in University Relations begin with the completion of a project request form.

## WHAT

Type of publication:

- Booklet       Brochure       Newsletter  
 Postcard       Stationery       Other \_\_\_\_\_

Check the following:

- New Project       Reprint - no change       Reprint - w/ change

This form will help you identify the objectives and will assist us in understanding your goals.

Requested size: \_\_\_\_\_

Estimated number of pages: \_\_\_\_\_

What materials are you providing: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has person(s) with final approval within your department reviewed the material?  Yes  No

Additional information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## WHY

Purpose of the piece?

- Recruiting  
 Provide Information  
 Fundraising  
 Other \_\_\_\_\_

## WHERE

Delivery location of final product:

Person receiving \_\_\_\_\_ Stop \_\_\_\_\_

Building \_\_\_\_\_ Room \_\_\_\_\_

## WHEN

When do you need the project to be completed by? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of this request \_\_\_\_\_

University Relations  
Idaho State University  
921 S. 8th Avenue  
Stop 8265  
Pocatello, Idaho 83209

(208) 282-2564

www.isu.edu

Budget your time. Projects can take 4-8 weeks for completion, 7-10 working days for printing. Depending on where your project is in line, you can expect the first proof in 10-20 days. Please let us know if you will need help with the bidding process or if you would like to schedule a photo shoot as well. Photo Services can be reached at x3775.