



# TROCAIRE COLLEGE

## PUBLICATION REQUEST

cioccioj@trocaire.edu

### Timeline

Today's Date \_\_\_\_\_

Date Needed (Not ASAP) \_\_\_\_\_

Date of Event \_\_\_\_\_

**Allow 5-6 weeks for design/production to be completed. All copy and materials must be submitted with the form.**

### Creative Brief

Submit this form with each job requiring the services of the marketing department. Email materials pertaining to this job to **cioccioj@trocaire.edu**. Complete this entire form, including date and signature.

**All fields in red are required.**

Use the SUBMIT FORM button to send this form to marketing via email. **Incomplete forms will be returned.**

### Job Status

- First-Time Job
- Re-Run (As is)
- Re-Run (w/changes)

### Publication Type

- Brochure
- Booklet
- Catalog
- Flyer
- Poster
- Postcard
- Program
- Other (Describe) \_\_\_\_\_
- Promo Item
- Bookmark
- Banner
- Ad
- Table Tent
- T-Shirt Art

### Finishing

- One Side
- Two Side
- Collate
- 3-Hole Punch
- Bind
- Other (Describe) \_\_\_\_\_
- Staple
- Pad/Glue
- Letterfold
- Half-Fold
- Z-Fold

**Supervisor Signature** \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

**Requester** \_\_\_\_\_

**Phone Ext.** \_\_\_\_\_ **Floor** \_\_\_\_\_

**Department** \_\_\_\_\_

**Dean** \_\_\_\_\_  Discussed with Dean

**Project Name** \_\_\_\_\_

**Description and Instructions** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Objective** (What do you intend to accomplish?) \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**Audience** \_\_\_\_\_

### Meeting Required?

We can assist in gathering ideas or mapping out a plan to help satisfy your event or program goals. Email cioccioj@trocaire.edu to schedule a meeting with us.

### Size

- 8½x11
- 8.5x14
- 5½x8½
- 5x7
- 9x12
- 11x17
- 12x18
- Other (Specify Exact Dimensions) \_\_\_\_\_

**Color**  **Black/White** **Quantity** \_\_\_\_\_

### Mailing Info

- First Class Mail \_\_\_\_\_  Yes  No
- Campus Mail \_\_\_\_\_  Yes  No
- Self Mailer \_\_\_\_\_  Yes  No
- Bulk Mail (Min. 200) \_\_\_\_\_  Yes  No
- Return Service Requested
- Or Current Occupant

### How will you measure success:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### MARKETING USE ONLY

Checked in by: \_\_\_\_\_  
 Date: \_\_\_\_\_

- Copy Center
- Vendor \_\_\_\_\_