



Project # (For MC use only)

REQUIRED

# Marketing Communications PROJECT REQUEST FORM

Date Final Project needs to be Delivered  
(not A.S.A.P.)

REQUIRED

1. Job Name \_\_\_\_\_

Budget Number

2. Contact Person \_\_\_\_\_

REQUIRED

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

3. Marketing Communications Contact Person:

**Larry Brumley**

Business(ATL), Pharmacy, Nursing, Marketing, Advertising, Mercer Press, Theology, Profile, Fine Print

**Rick Cameron**

Law, Athletics, Medicine, Web, Mercerian

**Mark Vanderhoek**

CLA, Engineering, Business(Macon), Education, Executive Forum, MERC, ROTC, News@Mercer, Tift

**Denise Cook**

Grand Opera House, Music, Tift Alumnae Association

4. Project Description:  Advertisement  Brochure  Program Invitation  Newsletter  
 Postcard  HTML E-Mail  Other

5. Special Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Quantity \_\_\_\_\_

7. Is photography required?  Yes  No If yes, provide images or contact Janet Allen to arrange for a photographer.

8. Is copywriting required?  Yes  No If yes, who is the copywriter? \_\_\_\_\_

9. Number of Colors:  Full Color  Black and White  2 color (list specific colors): \_\_\_\_\_

10. Will there be mailhouse needs?  Yes  No If yes, contact Janet Allen to complete a Mail Service Form.  
 No Indicia (using 1st Class stamps)  1st Class Indicia (minimum of 200)  3rd Class Indicia

11. Deliver Completed Project to: Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

**Return completed Project Request Forum to your Marketing Communications contact person or Janet Allen Crocker.**