



Project/Event Request Form

Thank you for contacting the Office of Special Services and the Office of Communications. We are committed to excellence in all that we do. In order to provide the level of quality that your project deserves, our creative services team will review this request and our current schedule of projects to determine how we can best help you meet your goals. We look forward to working with you.

About You

NAME: _____ DEPARTMENT: _____

CONTACT PHONE: _____ E-MAIL: _____

About Your Project/Event

PROJECT OR EVENT NAME: _____

DESIRED DATE OR DEADLINE: _____

TYPE OF PROJECT: (Check all that apply.)

- Event (reception, dinner, meeting, etc.)
- Print Collateral (brochure, factsheet, poster, invitation, logo, etc.)
- Web site/Multimedia (department update, conference site, custom site, multimedia)
- Other

BUDGET (if applicable) _____

Please give us a brief description of the project: (Who, What, Where, When, Why)

What Happens Next?

You will be contacted shortly by the appropriate staff member to schedule a kick-off meeting for your project to discuss how we can best help you meet your goals. Please call x4277 with any questions.