



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.)

Note: If the Bauer House is your preferred venue, please complete our Bauer House Event Request form.

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)

Next Steps

After completing the form, please send communications requests to Rich Edwards (redwards@utsystem.edu) and event requests to specialservices@utsystem.edu. We will contact you shortly to let you know if we are able to accommodate your request. If so, we'll be delighted to begin the planning process with you.