

Marketing Project Request Form

CONTACT DETAILS

Name

Department

E-mail address

Phone number

PROJECT DETAILS

Project title

Requested date of completion

Please Note: Request must be submitted with 2 weeks notice in order to guarantee that the requested completion date will be met. / Your project request will take up to two weeks from the date you submitted the request to complete.

PROJECT SPECIFICATIONS

Project Type

Print:

- Banner
- Signage
- Business Card
- Certificate
- Flyer
- Poster
- Course Schedule / Intensive Program
- Brochure
- DM

Media

- Billboard
- Minibus ads

Digital Media

- Campus TV Screen
- Social Media

- Website update
- EDM

Other initiatives

- Audio/ Video
- Giveaways, please specify: _____
- Name Badge
- Photography
- Editorial / Text writing
- Marketing Consultation, please specify: _____
- Others: _____

Briefing Session

Yes / No

Project Description

Please be specific.

E.g. Print - quantity, size; Web – location on web, number of pages needed

Please indicate how much of your project is ready for marketing to implement
E.g. photos, testimonials, content, etc.

Approved date:

Budget/Objectives/target audiences