



Project # (For MC use only)

REQUIRED

# Marketing Communications PROJECT REQUEST FORM

PHONE: 478.301.4024 • FAX 478.301.2684

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

REQUIRED

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

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

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

**Budget Number Required**

REQUIRED

3. Marketing Communications Contact Person:

- Larry Brumley:** Business(ATL), Nursing, Marketing, Advertising, Mercer Press, Theology
- Rick Cameron:** Medicine, Mercerian, ThisWeek@Mercer, Athletics, Profile, Commencement
- Mark Vanderhoek:** CLA, Engineering, Business(Macon), Education, Executive Forum, MERC, ROTC, News@Mercer, Tift
- Cindy Hill:** Grand Opera House, Townsend School of Music, Theatre & Arts
- Daniel Manson:** Web
- Billie Frys:** Law School
- David Hefner:** COPHS

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 fill out a **Photo Request Form** and submit to Janet Crocker 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 Crocker to complete a Mail Service Form.  
 No Indicia (using 1st Class stamps)     1st Class Indicia (minimum of 200)     3rd Class Indicia

11. Delivery Information

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

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