

Marketing Communications Request Form

Please return completed form(s) via email to Amy Barr (abarr@edisonohio.edu) or Andrea Francis (afrancis3277@edisonohio.edu). Completed forms may also be returned via interoffice mail or to office #122.

Please fill out the following information. Use the Description box below to supply additional details.

Requester Information (*Indicates a required field)

Name* _____
Department* _____
E-mail* _____

Project Information

Project Title* _____

Check all boxes below that apply. If you check "Other," please use the Description box to explain.

Project Is*...

- A New Project
- A Recurring Project

I'm Requesting*...

- News Release
- Web Support
- Print Materials
- Design
- Social Media Support
- Digital Signage
- Photography*
- Other

Intended Audience*...

- Campus Community
- Prospective Students
- Alumni | Former Students
- Community at Large
- Other

**When requesting photography, please be mindful of timing and provide the marketing department advanced notification if services are requested after 5 p.m.*

Date Needed By* _____

Event Logistics (ONLY complete if request is tied to an event.)

Event Date _____

Location _____

Time _____

Description