



CENTRAL WASHINGTON UNIVERSITY

CAMPUS LIFE PUBLICITY CENTER
Student Union 272 | Mailstop 7448
P: 509-963-1677 | F: 509-963-3561

PUBLICITY REQUEST

DATE IN DATE DUE

FINAL PROOF DATE

Please note: All information below must be completed in order to begin work.

DEPARTMENT (Receiving goods/services)

CHARGE/DEBIT PROJECT ID NAME

ACCOUNT/PROJECT ID 5 3 3 0 0 -

BUDGET AUTHORITY NAME

AUTHORIZED SIGNATURE

CREDIT PROJECT ID NAME PUBLICITY CENTER

ACCOUNT/PROJECT ID 4 4 2 0 1 - 3 4 2 1 1

JOB #

CONTACT NAME DEPT/ORG NAME

OFFICE LOCATION MAIL STOP LOCAL / OFFICE PHONE FAX

BEST TIME AND WAY TO CONTACT YOU?

EVENT/PROJECT TITLE DATE

TIME LOCATION TICKET INFO

SPONSOR(S)

TO ENSURE BEST POSSIBLE RESULTS, PLEASE FILL OUT AS COMPLETELY AS POSSIBLE. TURNAROUND FOR MOST PROJECTS IS TWO WEEKS.

Poster (check all that apply): Color B/W
11x17 8.5x14 8.5x11 Other
Quantity

Handbill / bookmark / postcard: finished size
Color B/W Quantity

Table tents: Quantity

Tickets: Price(s)
On-sale date Location
Quantity

Invitations: size (please provide envelope)
Color B/W Quantity

Programs / certificates: Color B/W Quantity

Sandwich board / easel signs: Quantity

Blade (second floor balcony) sign\*

Wildcat Access (plasma screen) ad\*

Banner\* Size / spec's

T-shirt design (Secure vendor, print date, etc. in advance)
# colors Front # colors Back

Brochure†: size # folds
Color B/W Quantity

Newsletter†: size # pages
Color B/W Quantity Frequency

Other:

Marketing plan (Check all that apply):
Event or program Department

Press release / announcement

Print ad: Color B/W Size
Due date Run date(s)
Publication(s)

KCWU 88.1 the 'burg announcement

Intranet announcement

Podcast event announcement

Web banner / graphics

Other:

Notes (please use back if more space required)

CHECKLIST TO ENSURE BEST POSSIBLE RESULTS

- Art, photos, websites provided
Edited text / copy provided
Complete event information provided
Artist / agent contact info provided
Two weeks design / production allowed (minimum)
Appointment scheduled with designer / supervisor

\* Reserve through Scheduling in advance, confirmation required.
† Requires more time than other projects. Please meet with Publicity staff as early as possible in your planning process.