

MarCom Creative Print & Web Intake Form

Email: l-sala-marcom@lists.psu.edu

CLIENT

Name

Email

Request Date

Target Delivery Date

Unit (mark one): **A** | LA | GD | SCDC | Hamer

Other

- Please allow required 10 business days turn-around time.

Note: 10 days begins once ALL necessary materials have been submitted.

Contents required: links, bio (approx. 150 words), description, high-res. photos, and/or logos

Please provide these resources via Box: **MarCom: Project Intake**

We will not begin the work unless all contents are deposited in the box folder

EVENT » DELIVERABLES (Choose all that apply) :

Exhibit | Web updates

Poster | Postcard | Name Tag | Other

Speaker Name(s)

Project Title

Date

Time

Location

Description

Print Size: 11x17 | 18x24 | 24x36 | 36x48 | Other

Quantity