



bristol community college

Office of College Communications

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Job number _____

OFFICE USE

YOU, improved! Make it happen.

Please return form to College Communications

Printed and online material done in conjunction with the Office of College Communications requires full completion of this form. This form will help you identify the objectives of your project and assist us in understanding your goals. *College Communications reserves the right to make edits to final approvals to retain verbal and visual consistency.*

The Office of College Communications will contact the client to set a date to meet and discuss the proposed project.

▶ **CLIENT**

Department	Date	Contact Person	Phone/Ext.
E-mail		Person(s) with final approval	Ext.

▶ **PROJECT**

Purpose of publication

- Event Promotion
- Fundraising
- Informational
- Recruitment
- SecureWeb Page
- Other _____

▶ **AUDIENCE**

- ___ Alumni
- ___ Donors
- ___ Faculty
- ___ General Public
- ___ Staff
- ___ Students
- ___ Other _____
- ___ Prospective students

▶ **FUNDING**

- Yes No
- Budget _____
- Bill to _____
- _____
- _____

▶ **PRODUCTION INFORMATION** *(Must be filled out completely)*

Type of project New Reprint w/changes (Attach original w/changes) Reprint no changes (Attach original)

Project Title _____

Type of publication *(Please check if more than one apply)*

- Postcard Stationery Newsletter Brochure Booklet 6x11 Marketing piece OnlineAd Blog
- Web Site/BCCWeb Mailing Services *(more than 200+ pieces)* Advertising Press Release Social Media Poster
- Other _____

List of materials provided All material must be submitted prior to beginning of project; *e-mail to collegecommunications@bristolcc.edu*. If you have additional material and/or requests, please send updates to *collegecommunications@bristolcc.edu*.

- Copy Images Mailing List Logos

(Images must be owned by the College and free of copyright restrictions or prohibitions. A delay in material will further extend the deadline of the original "date of receipt.")

Has the individual within your area with final approval reviewed the material?

- Yes No

Has the copy been proofread by the Office of College Communication?

- Yes No

Deadline *(Desired date of receipt of the publication)* _____ **Mail Deadline** _____ **Quantity** _____

Please count back 6 weeks from desired date of publication for mailing. (Please note that all printed pieces are scheduled according to the print vendors schedule and can take 7-15 days for print production and an additional 5-7 days for mailing.)

OFFICE USE

▶ **FINAL PRODUCT** College Communications will receive final product for quality control.

Received _____ Job number _____

▶ **IN PROCESS** _____ Copy _____ Design _____ Proof _____ Print _____ Completed & Delivered Date

