

Job #  
{ Office Use }

PO #

**CLIENT**

Date:

Department:

Contact Person

Phone/Ext

Email

Person with final approval

- Requires meeting
- No meeting required

**Project**

- New
- Reprint w/changes
- Reprint no change

**Materials provided**

- Copy
- Images (must be copyright free)
- Mailing list
- Logos

**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

**Office of College Communications**

D215, 777 Elsbree Street,  
Fall River MA 02720

**Phone:** 508.678.2811, ext. 2169

**Fax:** 508.730.3262

**email:**  
communications@bristolcc.edu

*College Communications reserves the right to make edits to final approvals to retain verbal and visual consistency.*



# Project Request

Form 8.5x14

**Please return this form to College Communications, at communications@bristolcc.edu**

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.

**NEW - A PO IS REQUIRED PRIOR TO THE DEVELOPMENT OF ANY PROJECT.**

College Communications follows the financial policies of the College and state. Prior to project development, the requesting department will be sent a quote or an estimate based on the information included within this job form.

Please be aware that the submission of this form does not guarantee fulfillment of a project. We must receive a PO.

**Project { Purpose of publication }**

- Event Promotion  Fundraising  Informational  Recruitment  Web Page
- Other \_\_\_\_\_

**Audience**

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

**Job Information**

*Job Description* \_\_\_\_\_

- Budget  Yes Amount \_\_\_\_\_
- Quantity  250  500  1000  1500+  Other \_\_\_\_\_
- Ink/Color  One color  Two color  Full color
- Sides  One side  Two sides { front & back }
- Mailing Services  Yes  No  If yes, please provide mailing list
- Postage  First class  Bulk  Nonprofit

**Print Work**

- Brochures  8.5x11  8.5x14  11x17  
     Brochure Folds  Single  Tri  Accordion  French  Roll  Gate
- Bookmark  2x6  2x8
- Booklet  Custom
- Banner  Size \_\_\_\_\_
- Catalog  Custom
- Envelopes  #10  #10 Window  #9  A2  A6  A7  A9
- Flyers  6x9  8.5x11  8.5x14  11x17
- Holiday/Invitations  8.5x5.5  5x7  4.25x5.5  Custom
- Label/Stickers  Custom
- Postcards Large  8.5x11  8.5x14  11x17  
     Custom  3.5x8.5  4.25x11  6x11
- Posters Standard  8.5x11  11x17  18x24  24x36  
     Large Format  18x24  24x36  36x48  36x60  36x72
- Rack Cards  4x9
- Response Cards  4.25x5.5  4.5x6.25  5x7
- Ticket  Stapled  Perforation  No Perforation  
      2.125x5.5  4.25x2.75
- Newspaper Advertisement
- 8.5x11 Word Template
- Powerpoint Template
- Logo
- Web  Facebook Ad  Facebook profile pic  BCC Web Banner  
      BCC Front Page Ad
- Promotional Items  Pens  Mugs/Cups  Bags  
      Miscellaneous { send pic or web link to product }
- CUSTOM Work - requires meeting