

Publication Request Form



EMMANUEL COLLEGE

Office of Marketing Communications

400 The Fenway
Boston, Massachusetts
02115

617 735-9906
pr@emmanuel.edu
www.emmanuel.edu

Please take a moment to answer these important questions about your publication. Complete a new form for each publication you are requesting. This will enable us to provide you with the highest quality publication in a timely manner.

Publication Information

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REQUESTOR CURRENT DATE

.....

DEPARTMENT TELEPHONE NUMBER

.....

PUBLICATION DATE NEEDED

.....

QUANTITY PROJECTED BUDGET

Check one:

- NEW DESIGN -Submit copy, along with a **Content Approval Form**, both in hard copy & electronically to Molly Honan.
- REPRINT WITH MINOR REVISIONS -Attach sample of previous publication with changes marked.
- EXACT REPRINT -Attach sample of previous publication.

What is the **purpose** of the project?
(recruitment, informational, marketing, reputation-building, etc.)

Who is your **target audience**?
(prospective students, faculty, alumni, age group, etc.)

Medium

Any **photographs** needed? NO YES: IF YES, WHAT KIND

What **medium** are you considering?

- NEWSLETTER BROCHURE POSTER FLYER POSTCARD
- BOOKLET INVITATION OTHER

Mailing

Is this a self-mailer? NO YES

Do you need envelopes? NO YES: IF YES, IS SECURITY TINT REQUIRED? NO YES

Do you need to include a reply card? NO YES

What mailing indicia will you be using? NONE FIRST CLASS NON-PROFIT
Make sure to provide the mailing indicia.

Delivery Instructions

- Emmanuel College..... Fulfillment Express.....
- Both -If delivery is requested to both Emmanuel College and Fulfillment Express, indicate the respective quantities in the spaces provided above.

Approval

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Vice President's (or Authorized) Signature Date