

Office of College Communications

Hudnall Administration Building, D215 • 777 Elsbree Street, Fall River MA 02720
Phone: 508.678.2811, ext. 2169 • Fax: 508.730.3262 • e-mail: collegecommunications@bristolcc.edu

Job number _____

OFFICE USE

Please return form to College Communications

**Desired Distribution Date
(Date of finished product)** _____

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.*

This is a request for copy & design ONLY. Final sign off will include production information.

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.
@bristolcc.edu			
E-mail	Person(s) with final approval		Ext.

▶ PROJECT

Purpose of publication

- Event Promotion
- Fundraising
- Informational
- Recruitment
- Secure Web 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 Online Ad 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

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



YOU, improved! Make it happen.