



## Marketing & Communications Request Form

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### PLEASE COMPLETE THESE STEPS

Please complete the form below with all the required information. Projects must be submitted at least three weeks before needed. All requests must be approved by your Vice President or Cabinet member. To help us ensure that projects are completed timely, please complete the following:

1. Complete all sections of this form.
  2. Complete a draft of your proposed content on a separate Word document.
  3. Obtain approval of content and signature by your Vice President or Cabinet Member via Adobe Sign.
  4. Upon completion, please email the signed document and Word document to **marketing@bccc.edu**.
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\_\_\_\_\_  
DATE SUBMITTED

\_\_\_\_\_  
EMPLOYEE NAME

\_\_\_\_\_  
DEPARTMENT NAME

\_\_\_\_\_  
EMPLOYEE BCCC PHONE NUMBER

\_\_\_\_\_  
EMPLOYEE BCCC EMAIL ADDRESS

\_\_\_\_\_  
DATE REQUEST NEEDED

\_\_\_\_\_  
PROJECT NAME

\_\_\_\_\_  
DEPARTMENT NAME

\_\_\_\_\_  
APPROVING VICE PRESIDENTS OR CABINET MEMBER'S NAME

\_\_\_\_\_  
APPROVING VICE PRESIDENT OR CABINET MEMBER SIGNATURE (PLEASE USE ADOBE SIGN)

## BRIEF DESCRIPTION OF THE PROJECT

### SPECIFIC REQUESTS (CHECK ALL THAT APPLY)

We will confirm available options with you.

**8.5" X 11" FLYER**

**NUMBER OF COPIES:** \_\_\_\_\_

**11" X 17" POSTER**

**NUMBER OF COPIES:** \_\_\_\_\_

**OTHER SIZE:** \_\_\_\_\_

(Note: Additional sizes may be printed using a vendor who may require 3-6 weeks production and printing time.)

**RETRACTABLE SIGN**

**EVENT PROGRAM**

**WEBSITE BILLBOARD**

**SOCIAL POST DESIGN**

**INDOOR DIGITAL SIGN**

**ENTRANCE SIGN**

**PHOTOGRAPHY/VIDEOGRAPHY**

**MICROSOFT REGISTRATION FORM**

**PROMOTIONAL ITEMS**

**FILLABLE FORM(S)**

**DIRECTIONAL SIGNAGE**

**POWERPOINT DECK**

**OTHER (PLEASE DESCRIBE):**