



Marketing & Communications Request Form

PLEASE COMPLETE THESE STEPS

Please complete the form below with all 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 copy on a separate Word document.
3. Obtain approval of copy and signature by your Vice President or Cabinet Member.
4. Upon completion, please email this document and your Word document to marketing@bccc.edu.

NAME AND DEPARTMENT

DATE SUBMITTED

DATE REQUEST NEEDED

BCCC PHONE NUMBER

BCCC EMAIL ADDRESS

PROJECT NAME

APPROVING VICE PRESIDENT'S OR CABINET MEMBER'S NAME & SIGNATURE

PLEASE PROVIDE A BRIEF DESCRIPTION OF THE PROJECT

Thanks! Please provide the content you would like to include in the request. Be sure to include any special information that we should know when designing this project. You will be contacted soon regarding this request.