



# Marketing Request Form

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## PLEASE COMPLETE THESE STEPS

Please complete the form below with all required information. Projects must be submitted at least three weeks before needed. Creative services requests that include printed materials, banners or promotional items require additional production time and approval from your Vice President. To help us ensure that projects are completed timely, please complete the following:

1. Provide approved copy in a separate Word document.
  2. Obtain approval of copy by your Vice President or Cabinet Member
  3. Upon completion, please send this document and your approved copy to [marketing@bccc.edu](mailto:marketing@bccc.edu).
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**NAME AND DEPARTMENT**

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**DATE SUBMITTED**

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**DATE REQUEST NEEDED**

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**BCCC PHONE NUMBER**

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**BCCC EMAIL ADDRESS**

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**PROJECT NAME**

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**APPROVING VICE PRESIDENT'S OR CABINET MEMBER'S NAME**

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**PLEASE PROVIDE A BRIEF DESCRIPTION OF THE PROJECT.**

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Thanks! A team member will be in contact with you within 48 business hours.