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# Marketing PR Department Publication Request Form

\*Today's Date: \_\_\_\_\_ \*Contact Person: \_\_\_\_\_

\*Name of Department: \_\_\_\_\_ \*Account Number for Charge: \_\_\_\_\_

### Project Description

\*Name and Purpose of the project:  
\_\_\_\_\_  
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\*Size and Type:  
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\*Quantity  
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### Schedule

Copy and graphics (photos) due by: \_\_\_\_\_  
1st proof by: \_\_\_\_\_  
Final **approved** proof back to PR by: \_\_\_\_\_  
Out to printer by: \_\_\_\_\_  
\*Need in hand by: \_\_\_\_\_  
  
\*Is this for an event? \_\_\_\_\_  
If yes, event date: \_\_\_\_\_

### Special Instructions

\_\_\_\_\_  
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