



**GREAT FALLS
COLLEGE**

**MONTANA STATE
UNIVERSITY**

Communications & Marketing Request Form

Date:

Form submitted by:

Deadline:

PROJECT REQUEST (Brief description of the requested project)

MARKETING OBJECTIVE (event attendance, enrollment, fundraising, etc.)

PROJECT INFORMATION

Which best describes this project? (Please check all that apply)

- New Design
- Redesign of a pre-existing piece
- Content Revision to a pre-existing piece
- Reprint of existing piece

(Please provide sample/name of document)

New Design Information

- Flyer (8.5x11in)
- Brochure (bi or tri-fold)
- Program Card
- Postcard
- Poster (11x17in)
- TV Screens
- Pop-Up Banner (if budget allows)
- Other (Please specify)

DESIRED CONTENT (for New Design or Content Revision)

Please submit the information you would like on the design exactly as you wish for it to be worded/presented.

PRINTING QUANTITY _____

CONSULTATION: **Yes** **No**

COMMUNICATIONS SUPPORT

INTERNAL

- Event Calendar (gfcmsu.edu)
- E-mail/Campus News

PHOTOGRAPHY

Internal Photographer, if available

EXTERNAL

- Press Release/Media Alert
- Community Events Interview (Radio & TV)
Must be available to speak as the expert of your event/program; not guaranteed.

Contact Taylor Alexander at taylor.alexander1@gfcmsu.edu or 771-4314 for questions. Please submit your request via email to ensure completion. Thanks! **Please allow at least 2 weeks for design time, keeping in mind that most events should be advertised a month in advance (out of house print jobs may take 2-4 weeks to complete).** Please attach any design concepts you may have for a specific design.