

# VCCCD MARKETING: REQUEST FORM

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ DATE: \_\_\_\_\_

CAMPUS: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

DESIGN PROJECT TITLE: \_\_\_\_\_ DUE DATE: \_\_\_\_\_

Describe Project Purpose & Needs:

Describe images or text that may be provided (if any):

Does this project require a marketing meeting?  Y  N Proposed Meeting Date: \_\_\_\_\_

Campus Approval for Project (Print Name): \_\_\_\_\_

Signature (Required): \_\_\_\_\_

If Printed Versions Needed, Quantity: \_\_\_\_\_

ONLINE ONLY (for web site use):  Y  N

Campus Funding Source (FOAP): \_\_\_\_\_

PHOTOGRAPHY REQUEST PROJECT TITLE: \_\_\_\_\_

LOCATION OF SHOOT: \_\_\_\_\_

DURATION OF SHOOT: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ DUE DATE: \_\_\_\_\_

Number of Models \_\_\_\_\_ (Please note: We have Model Release Forms available, which will require signatures by time of shoot.)

Briefly Describe Purpose/Ideas of Shoot:

Campus Approval for Project (Print Name): \_\_\_\_\_

Signature (Required): \_\_\_\_\_

**COMPLETE FORM AND FAX TO: 805.652.7700**

**ATTENTION: DINA PIELAET**

- You will be contacted following submission of request form.
- Remember to allow standard turnaround time of 2 weeks for creative work after content and/or images are submitted.
- For rush projects, complete and fax form, and call Dina Pielat at **805.652.5511**.
- All requests will be reviewed for final approval by VCCCD Administrative Relations.

DESIGN

PHOTOGRAPHY

