

PROJECT REQUEST

TCNJ Communications, Marketing, and Brand Management



Project Title _____

Requestor's Name _____

Email _____ Phone _____

Department _____

Event Date (if applicable) _____

Date Needed (allow at least 4-6 weeks) _____

Quantity _____

This project is:

Revision: I'm updating a project.
(For a revision of a previous job, please attach a sample with changes indicated.)

New: I know what I need.
(Please attach completed manuscript and any relevant files. See editorial note and image requirements listed below.)

Needs Planning: HELP! I don't know what I need.

Assets:

Do you have photos or artwork for this project?

Yes No

We prefer original images from a digital camera or an unaltered image that is at least 300 dpi (but no smaller than 4 x 6"). Acceptable image file formats (for print) include TIFF, JPG, PSD, and AI (Illustrator files with type saved as outlines). We can convert any high-resolution image to work for web projects. Please do not take any images directly from a website, as the picture quality is too poor for printing. Be sure that you have the rights to use any image that you supply, providing appropriate credit information as required by the artist.

Is your manuscript complete?

Yes No

Be sure to attach your finalized manuscript (editorial copy) that has been proofread and approved by all stakeholders in your area. Work will not begin on your project without finalized manuscript. We review all projects (unless otherwise discussed) for editorial style, usage, and compliance. Per the official TCNJ editorial style guidelines and Associated Press (AP) Style.

Describe Project:

FOR OFFICIAL USE

JOB NUMBER

ARCHIVE

Budget Information: *(required)*

Budgeted amount \$ _____

Fund _____ Dept. ID _____

Class _____ Account _____

Note: You will only be charged for direct costs such as invoices from printers or outside design firms.

My project is a:

(Check all that apply)

- | | |
|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Brochure | <input type="checkbox"/> Invitation |
| <input type="checkbox"/> Postcard | <input type="checkbox"/> Flyer |
| <input type="checkbox"/> Print Ad | <input type="checkbox"/> Signage |
| <input type="checkbox"/> Poster | <input type="checkbox"/> Graphics |
| <input type="checkbox"/> Other _____ | |

Printing:

- I need assistance with printing.
- I will handle printing.
A press-ready PDF will be supplied, unless otherwise requested.
- Will not print. File type needed: _____

Mailing: *(for printed pieces)*

- Will not be mailed.
- Mail First-Class Indicia
How many pieces will mail? _____
- Mail Non-Profit Indicia
How many pieces will mail? _____
- Other _____

Audience:

(Check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Alumni | <input type="checkbox"/> Faculty |
| <input type="checkbox"/> Staff | <input type="checkbox"/> Students |
| <input type="checkbox"/> Parents | <input type="checkbox"/> Donors |
| <input type="checkbox"/> Prospective Students | <input type="checkbox"/> General Public |
| <input type="checkbox"/> Other _____ | |

PLEASE EMAIL COMPLETED FORM TO:
tcnjpublications@tcnj.edu