

REQUEST FOR DESIGN & SOCIAL MEDIA

Complete this form, save it for your records and email it (including any attachments) to bab184@txstate.edu and cc to ilianam@txstate.edu. Please allow 24 hours for confirmation receipt of the request.

CONTACT INFORMATION

Requesting Area

Contact Name

Email Address

Phone

JOB SPECIFICATIONS

New Project

Reprint

Submission Date

Desired Due Date

Job Type

Brochure

Invitation

Virtual Board

Poster

Post Card

Other (please specify): _____

Social Media

Facebook

Twitter

Instagram

YouTube

Web Elements

For any Web Elements requests, please set an appointment with Iliana.

Please provide any inspiration, ideas, colors, etc for your project:

Target Audience _____

Required Text (Date, Time, Location, Title, Brief Description, Etc.):

Meeting Request

TO BE COMPLETED BY MARKETING TEAM

Project Manager

Date In