

# Office of Communications Project Request Form

Please submit this project request form for new print marketing materials, advertising, digital initiatives and updates to existing marketing communications.

Please fill out this form in its entirety and email it, as well as a Word document with project content, to:  
[communications@stanadler.com](mailto:communications@stanadler.com).

The text should be checked for spelling and grammar prior to sending to Adler. If appropriate, please also attach examples of previous projects for reference. Please note that if your project requires new written text, Adler will provide you with an estimate for the additional time. Adler Account Director Anne Sanderson will contact you to discuss the project details. Adler's turnaround time on projects will vary depending on the complexities of the assignment.

**We cannot proceed to place your request in our production queue until you have submitted this form in its entirety.**

## 1. Project title

*Enter the name of your project.*

## 2. Contact information\*

*Enter your name, phone number and email address.*

## 3. Public relations/social media

- Check here if you would like public relations for your event.
- Check here if you are looking for social media support for your event.

## 4. Type of project\*

*Check all that may apply.*

- |                                       |                                      |   |
|---------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Brochure     | <input type="checkbox"/> Advertising | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Publications | <input type="checkbox"/> Posters     |   |
| <input type="checkbox"/> Hand-outs    | <input type="checkbox"/> Web banners |   |
| <input type="checkbox"/> Signage      | <input type="checkbox"/> Postcard    |   |

## 5. Project deadline\*

*Please enter the date you will need the final piece.*

\* Required fields

**6. Project description\***

*Enter a brief description, where and how this piece is going to be used. Include any web links if necessary.*

**7. Text\***

*Enter the copy you want on your piece here. Anything longer than 100 words, please provide in a separate MS Word document.*

**8. Do you need this printed?\***

Copy Center       Yes       No printing needed

**9. Notes**

**Thank you.**

\* Required fields