



AUBURN UNIVERSITY

OFFICE OF INTERNATIONAL PROGRAMS

Communications/Marketing Submission Request Form

**Note—if a section of the form does not apply to your specific request, please leave blank or type N/A*

Print Project Request Form	
<u>Submitter Name & Department:</u>	
<u>Project Description:</u> (e.g. flier, poster, print ad, brochure, banner, etc.)	
<u>Event Name:</u>	
<u>Event Date(s):</u>	
<u>Event Time(s):</u>	
<u>Event Location:</u>	
<u>Event Purpose/Description:</u> Be as detailed as possible	
<u>Target Audience:</u>	
<u>Event Slogans/Hashtags:</u>	
<u>Event Sponsors/Collaborators:</u>	

Print Quote Information	
<i>Only fill out if you are requesting professional printing</i>	
<u>Number of Copies:</u>	
<u>Color or B&W:</u>	
<u>Front and Back:</u> Yes or No	
<u>Paper Type:</u>	
<u>Binding:</u> (e.g. perfect bound, saddle stapled, etc.)	
<u>Size:</u> (e.g. 5.5" x 8.5", 8.5" x 11")	