

Public Affairs Project/ Special Event Request

Originator: _____
 Division: _____ Extension #: _____ Date of Request: _____
 Purpose: _____ Contact: _____

Publications/ Project: _____
Website/ Quantity: _____ Color Preference: _____
Announcements/ Proofed by Originator: _____
Business Cards Special Instructions: _____
 Account Number _____

A minimum of ten (10) working days for requests is required.

Advertising Purpose: _____
 Where to be Utilized: _____
 Account Number Date to be Run: _____
 _____ Special Instructions: _____

Media Purpose: _____
Exposure Copy of Information Attached: _____
 Photo Requested: **(Date/Time/Place)** _____
 Must be run on or before: _____
 Special Instructions: _____

Special Event Purpose: _____
 Description: _____
 Account Number Date of Event/Place/Time: _____
 _____ Special Instructions: _____
 G.C. Representatives to Attend: _____
 Contact Person: _____

A minimum of ten (10) working days for special events is required.

- Check list:**
- _____ Did you request media exposure in section above?
 - _____ Did you fill out a Facility Service Request form for setup?
 - _____ Did you route for all appropriate signatures?
 - _____ Did you indicate what account would be charged?

The Public Affairs staff agrees to fulfill the above requested project(s) for completion by the promised date. The originator agrees to provide accurate information in a timely manner and takes responsibility for proofing all publication requests and other assignments as mutually agreed upon in the special instructions portion of this form. **All special events require a security signature and approval of the Vice President of Administration.**

_____	_____	_____
Originator's Signature /Date	Supervisor's Signature/Date	Vice President
_____	_____	_____
Director of Facilities/Security (for Special Events)	Director of Public Affairs	Vice President of Administration

INTERNAL USE ONLY

Public Affairs Project Requests

1. Plan ahead...Public Affairs requires a minimum of ten working days from approved submission to completion of projects.
 2. Projects must be approved by the appropriate administrator and may be sent for President's Staff review.
 3. Provide as much information concerning the project as possible and attach it to the form.
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Advertising

Planned advertising project activities can be initiated by completing the Project Request Form and delivering it to any member of the Public Affairs staff. Here are the guidelines for use of the form for advertising:

1. Advertising projects must allow a minimum of ten working days from submission to appearance. Advertising projects may include special art, support advertising, recruitment campaigns, community education ads and other promotional efforts.
 2. The Director of Public Affairs has the responsibility concerning the content of advertising for external audiences except as it relates to personnel or legal public notices (these are handled by the Vice President of Administration or his/her designate).
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Publications

The Public Affairs Office provides for the quality review of all publications, stationery, posters and logo items. This is achieved by review through the Director of Public Affairs. These projects require a minimum of ten working days for completion and designation of an account number to be charged.

Publications include brochures, fliers, graphics, signage, design and some non-media photography. The Director of Public Affairs has responsibility for design content and appropriateness of all College publications for external use. The originator of the publications project must proof and accept the publications project by initialing the appropriate space on the project form before the project can proceed to the printing stage. Project originator must coordinate in-house publications with the College Print Center. Please contact the Public Affairs staff for more information concerning publications.

Media Affairs

All media inquiries or contacts concerning the College should be referred to the Public Affairs Office.

Special Events

The Public Affairs Office will respond to certain promotional opportunities and special events during the fiscal year. Special events can be arranged by the following:

1. Notify Administrative Assistant to the Vice President of Instruction to determine the availability of classroom space; for fitness center/gym, contact the Administrative Assistant to the Director of Athletics, for President's Conference Room contact President's Executive Assistant, for the Seibel Wing contact the Administrative Assistant to the Vice President of Administration.
2. Fill out Public Affairs Project/Events Request Form, Special Events section, for Public Affairs and Facilities/Security services review.
3. Make sure you have completed a Facility Service Request for event setup.
4. Have a form routed for approvals as follows: (1) immediate Vice President, (2) Director of Public Affairs, (3) Director of Facilities & Security (4) Vice President of Administration.