

# Office of Communications & Marketing Service Request Form

Today's Date:

### TYPE OF SERVICE(S) REQUESTED

Photography	Copywriting/Editing	E-News
Public Service Announcements	Digital TV Posting	E-Blast
Photography Archives	<b>Other</b> Photo graphics window design	

### GRAPHIC SERVICE(S) REQUESTED

Flyer	Program Book	Brochure
<b>CD</b>	Other	

### REQUEST SPECIFICATIONS

**Event:**

**Location:**

**Date:**

**Event Time:**

**Deadline Date:**

**Special Instructions:**

### REQUEST INFORMATION

**Name:**

**Bldg/Room:**

**Email Address :**

**Phone ext.:**

**Office/Dept.**

Request received Request completed \_\_\_\_\_

**Please return the completed form via email to mail to: [tiffany.asberry@tsu.edu](mailto:tiffany.asberry@tsu.edu) or bring by Hannah Hall 211.**

Please note: To effectively disseminate desired information and to ensure client satisfaction, the Office of Communications asks that all requests be submitted 2 weeks prior to distribution/post date. In the event, due to unforeseen circumstances if service(s) requested do not meet the submission deadline; an override of service(s) will be taken into consideration by the Associate Vice President of Communications and Community Affairs.