



WILBERFORCE UNIVERSITY

Marketing & Design Request Form

All requests MUST be submitted 10 or more business days prior to the Need by Date. Requests submitted without the accompanying Marketing and Design Request form are considered void and will not be completed until remitted with the appropriate form. Additionally, requests submitted nine or less business days prior to the Need by Date will not be completed until all working requests have been satisfied. Final design and proof to be approved by the Office of Institutional Advancement.

Organization: _____ **Need By Date:** _____

Date of Request: _____ **Submitted By:** _____

Phone Number: _____ **E-Mail Address:** _____

FOR OFFICE OF INSTITUTIONAL ADVANCEMENT USE ONLY

Date Request Received: _____ Received By: _____

TO ENSURE APPROPRIATE DESIGN AND DELIVERY, PLEASE ANSWER THE FOLLOWING:

Color Choice: Black and White Gray Scale Four- Color Process Two-Color Process

Layout Details: Front Front AND Back Multiple Pages (page amount) _____

E-mail Graphic Version: YES NO

Printing Needs: Will request be printed in-house?* YES (quantity) _____ NO

Will request be printed in color?* YES NO

Will request be printed on color paper? YES (paper color) _____ NO

Paper Size

- ¼ Page
- ½ Page
- 8.5 X 11
- 11 X 17
- Poster**

Brief Design Description (please attach exact verbiage):

* CFO approval required in writing via e-mail.

** Any poster size or special needs printing (laminare, special binding, etc.) must be outsourced.

Please submit all Marketing and Design Requests to the Office of Institutional Advancement.

Requests received after 4:00 PM will be processed on the next business day. For additional information, contact 937.708.5709.