

OUTREACH REQUEST FORM

Requestor : _____ Date: _____

Contact number: _____

Site: _____ Classroom number: _____

When/Where are you available to proof item? _____

Date you would like item completed: _____ Time: _____

Is this an rush request? YES NO Note: Rush jobs are prioritized based upon the current workload.

Requestor Signature: _____

Outreach Staff Comments: _____

<i>Check Item</i>	Project Requested	Description of the information you would like included. <i>(Who, when, where, why, dates, place, number of specialist needed, etc.)</i>
.....	Flyer
.....	Brochure
.....	Poster
.....	Booklet
.....	Newspaper Article
.....	Poster/ Sign/ Banner
.....	Presentation
.....	Class Visit
.....	Advertising/Promoting Class
.....	Phone Calls
.....	Mailing Letter/Postcards
.....	Copies of Flyers
.....	Reports
.....	Other Publicity Item

**Any publication that includes student photos must have a student release form attached. Pick up forms in outreach office.
**Please allow a minimum of 5 working days to fill you request .

FOR OUTREACH DEPARTMENT USE ONLY

Department Chair Signature: _____ Date: _____

Date received: _____ Date completed: _____ Completed by: _____

**Submit completed request forms to outreach staff in Room 118