SIERRA COLLEGE MARKETING|PUBLIC RELATIONS **WORK ORDER**

★ **IMPORTANT NOTE** Please provide us with as much advanced notice as possible so that we may give your job quality time and attention. **We would like to receive your work request four to six weeks in advance of your due date.**

Today's date _____ Name of contact _____ Phone/ext. _____

Due date _____ Department _____ Supervisor's approval (initial) _____

JOB NAME/EVENT _____

Dates of Event (if applicable) _____

Location of event _____

Information accurate through (date) _____

TYPE OF WORK REQUESTED Note any type of Marketing|PR you will be needing.

- ☐ brochure
- ☐ poster/flyer
- ☐ print advertisement
- ☐ logo
- ☐ other graphic work
- ☐ photo shoot
- ☐ video project
- ☐ press release (newspaper)
- ☐ public service announcement (radio/tv)
- ☐ event calendar
- ☐ cafeteria display screens
- ☐ website
- ☐ other _____
- ☐ I don't know—I'd like to discuss my options

For **graphics** work:

Number of colors:
☐ 1 color ☐ 2 color ☐ 3 or more

Final size _____

Note that Marketing|PR and Printing may charge for some options that require the work of outside vendors and/or extra materials.

FOR MARKETING|PR DEPARTMENT USE

Date completed _____

File location _____

JOB DESCRIPTION Please include all dates, times, admission fees, contacts, titles, headlines, text and other information. If you have photos or artwork, please attach them. Suitable text and graphics can be emailed to the Marketing|PR Department, please ask for details before sending files.