

PROJECT INITIATION REQUEST FORM



Please fill out ONE FORM for EACH PROJECT COMPONENT!

Email form to pubs@pace.edu and copy your Account Partner, if appropriate.

If you have questions, please call your Account Partner or Maria De La Cruz at (212) 346-1696.

Please allow 6 weeks for full production and 1 week for projects requiring approval only. DATE: _____
DUE DATE: _____

SECTION I: GENERAL INFORMATION

Your name: _____ Title: _____ Dept: _____

Phone: _____ Fax: _____ Email: _____

Project Name: _____

SECTION II: ABOUT THE JOB

This is a: New Job Update/Revision Consultation Editorial Review Image Request Photographer

Components: Advertisement Banner Brochure Catalog Email Envelope Flier Invitation

Photos Postcard Poster Program Sign(s) Web Content (NEW, or Update) Other _____

Please attach existing, required, or pertinent copy along with creative brief, if applicable.

NOTE: YOU ARE RESPONSIBLE FOR THE ACCURACY OF THE CONTENT YOU PROVIDE FOR THIS PROJECT.

Project description: (Be as specific as possible about what you need; e.g., 2-sided 4x6 postcard, 2 versions of eBlast: save the date and invitation, etc.) _____

Other considerations: (e.g., must fit in #10 envelope, must match design of previous document, horizontal or vertical orientation, must include partner logos, black and white only, etc.) _____

SECTION III: FINAL OUTPUT

Printed materials: UR to provide printed pieces* Please provide print-ready images (I will print)

If UR to print please provide the following:

Print quantity: _____ Delivery address: _____

Web components: PDF Text and images ready for web Email

SECTION IV: TIMELINES

Desired delivery date: _____ Other critical dates: _____

*SECTION V: BUDGET INFORMATION (ONLY APPLICABLE IF UR IS PROVIDING PRINTED PIECES)

UR will provide estimate(s) based on quantity and specifications provided. You are responsible for providing a copy of the Purchase Order summary to UR in order for UR to release the project for print.

Your signature: _____ Date: _____

Supervisor signature: _____ Date: _____