

PROJECT INITIATION REQUEST FORM



Please fill out ONE FORM for EACH PROJECT COMPONENT!

Email completed form to your Account Partner and CC pubs@pace.edu. If you have any questions or would like to consult about this project before submitting, call your Account Partner.

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

PROJECT DUE DATE: _____

SECTION I: GENERAL INFORMATION

Your name: _____ Title: _____

Department: _____ Phone: _____ Email: _____

Project Name: _____

SECTION II: ABOUT THE JOB

This is a: New Job Update/Revision—Prior Job Number _____ Editorial Review Photographer

Please select component needed: Banner Brochure Email Envelope Flier Invitation
 Logo Photos Postcard Poster Program Sign(s) Other _____

Size: 4x6 5x7 6x9 8.5x11 11x17 24x36 Other _____

Please attach existing, required, or pertinent copy, 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, 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 print using outside vendor* **OR** using Document Services (provide budget # _____)

Please provide print-ready images (I will print) Check here if you plan to send to Document Services for printing

Print quantity: _____ Delivery address: _____

Digital components: PDF JPG Email (PDF/JPG) Email (HTML)

SECTION IV: TIMELINES

Desired delivery date: _____ Event Date (if applicable): _____

*SECTION V: BUDGET INFORMATION (ONLY APPLICABLE IF UR IS USING OUTSIDE VENDOR TO PRINT)

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 to print.

Your signature: _____ Date: _____

Supervisor Signature: _____ Date: _____