PUBLICATIONS REQUEST FORM

The Office of Communications and Publications consults in-house clients on their marketing, publications and communications needs. The office coordinates the University’s marketing efforts such as digital and electronic communications (including advertising), designing, creative and printing services and media relations.

Date submitted: ______________________________________________________
Requested final deliverable date: ____________________________________________________
Comms Office contact person(s): ____________________________________________________

Project Description

Items needed: _________________________________________________________________
Intended audience: _____________________________________________________________
Purpose of project: _____________________________________________________________
Quantity: ________________
Budget amount allocated: ______________________________________________________
Has this publication been produced before? Yes ☐ No ☐

Special instructions (if any):
_____________________________________________________________________________
_____________________________________________________________________________

Is photography required for this project? Yes ☐ No ☐
Contact person for project (from requesting department)
Name: ________________________________________________________________
Phone (Cell and extension numbers): _________________________________________
Email: ____________________________@fccollege.edu.pk
Other people who must approve/proofread the project (from requesting department):
_____________________________________________________________________________
_____________________________________________________________________________

Note:

• The Office of Communications and Publications will provide mock-ups of the project to the contact person designated from the department. Providing mock-ups to other individuals, who must review the project, will be the responsibility of the contact person. The contact person may ask the Office of Communications and Publications for additional copies of the mock-up.
• The completion of each project depends on the provision of the required information/content, which must be provided prior to the beginning of the project.
• The content provided to the Office of Communications and Publications must be final. No major changes/additions/corrections will be accepted after submission of the content.
• The completed request form must be submitted to the Office of Communications and Publications no later than eight weeks prior to the date of delivery of the project. Rush projects (of up to 4-page publications only) will be considered only after approval from the direct report of the concerned Head of Department.
• On returning the completed form, the Office of Communications and Publications will inform the contact person about any additional information needed or to schedule a meeting.

Return completed form to: Office of Communications and Publications, room 217, Ahmad Saeed Administration Building.

This form can also be downloaded from: http://www.fccollege.edu.pk/faculty-directory/administration/communications-and-publications-office