



(Meeting date: _____ Job # _____)

PUBLICATIONS REQUEST FORM

To be filled by Comm & Pub Office

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): _____

Signature of Chairperson or Department Head: _____

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.
- This form is applicable to publications including, but not limited to, flexes, booklets, brochures, pamphlets, greeting cards, prospectuses, handbooks, and promotional material of any kind.
- 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>