

ASJ STUDIO 47

PROJECT REQUEST

PROJECT # _____
 SEMESTER: _____

Request is subject to approval. We reserve the right to make respective changes to the request, modify deadline, items and or quantities.

- Please completely fill out both sides of the form to be process accordingly.
- Please submit your copy text with correct spelling/punctuation. We will not be responsible for incorrect information on the request.
- Include in your request: photos, graphic elements, concept and or layouts to be used in the publicity.
- We require at least 2-3 weeks for each project.
- We require 2 weeks for in-house production and 3 weeks for external
- T-shirt requests require a breakdown on sizes.
- All campaigns will include a web and social media marketing.

REQUESTOR	ASHLEY	DENA	GUS	INTEF	MARCUS	REP*: * PLEASE CONSULT WITH A PRO STAFF ADVISOR
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DATE:	REQUEST TYPE:	ASI	COMMITTEE*: *I.E. LOBBY CORPS, ELECTIONS, NSS, ETC.
NEEDED BY:	OTHER:		

EVENT INFORMATION	REQUEST TYPE:	SINGLE	MULTIPLE (SERIES)
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EVENT NAME:

EVENT DATE(S):
MULTIPLE DATES SHOULD BE SEPARATED BY HYPHENS OR COMMAS I.E: JUNE 1, 2017 - JUNE 21, 2017. 4/1/17, 4/2/17, 5/1/17

EVENT TIME(S):
PLEASE ENTER EVENT BEGIN TIME, IF NEEDED INCLUDE ALSO EVENT END TIME.

EVENT LOCATION(S):

EVENT TEXT:

NOTES/MISC:

ADVERTISING PACKAGES: STANDARD: Tabloid (Poster) Half Sheet Web & Social Media PLUS: Tabloid (Poster) Postcard Web & Social Media PRO: Tabloid Poster Half Sheet OR Postcard A-frame Web & Social Media CUSTOM CALENDAR OF EVENTS	CUSTOM (SELECT UP TO 6 ITEMS) 12X18 POSTER 11X17 POSTER HALF SHEET POSTCARD INVITES CERTIFICATES U.T. DATE: PAPER BANNER VINYL BANNER = SIZE: BUSINESS CARDS-QTY: WEB &SOCIAL MEDIA A-FRAME = SIZE: OTHER:	PROMO ITEMS: <small>SUBJECT TO APPROVAL (2-3 WEEKS PRODUCTION REQUIRED).</small> PENS BUTTONS SUNGLASSES PENCILS PADFOLIOS TOTES BOTTLES MUGS OTHERS: T-SHIRTS QTY: COLOR: SIZE BREAKDOWN: PRE-SET <small>SKIP SIZE BREAKDOWN BELOW.</small> CUSTOM: S: M: L: XL: 2XL: 3XL:				
	PRINT & DISTRIBUTION (SELECT BELOW YOUR PRINT QUANTITY & DISTRIBUTION). <table border="1"> <tr> <td> REGULAR 144 Posters 200 Half Sheets or 500 Postcards • Campus • Kiosks • ASI Board • Housing </td> <td> FULL 2382 • All Admin, Faculty & Staff • Campus • ASI Board • Kiosks • Housing </td> <td> CUSTOM: POSTER QTY: HALF SHEET OR POSTCARD QTY: BANNERS: OTHER: </td> <td> DISTRIBUTION: </td> </tr> </table>		REGULAR 144 Posters 200 Half Sheets or 500 Postcards • Campus • Kiosks • ASI Board • Housing	FULL 2382 • All Admin, Faculty & Staff • Campus • ASI Board • Kiosks • Housing	CUSTOM: POSTER QTY: HALF SHEET OR POSTCARD QTY: BANNERS: OTHER:	DISTRIBUTION:
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