

## Project Request Form

Project Title: _____	Project #: _____
Contact: _____	Department: _____
Email: _____	Phone: #: _____
Final Approval: _____	Department's Account #: _____ Staff Assigned: _____

1. The Office of Communications and Public Relations (OCPR) will provide a production schedule and cost estimate for your approval within one week of the project request. Design/production will not begin until both have been approved by you, the client. A billable account number is required prior to beginning the project.
2. Once approved, please submit all material to OCPR as specified in the production schedule. Most projects require six weeks from initial request to completion.
3. Submitted copy will be proofed and edited by OCPR for grammar, usage, consistency, clarity and in accordance to Associated Press style. Copy intended for the web will be further edited to comply with current web standards. Fact-checking should be completed by the client prior to submitting copy to OCPR.
4. Edited copy must be approved by the client before design and layout begins. Copy changes during the design process can delay final delivery of the project.
5. The delivery date is postponed by two days for every day a deadline is missed.
6. All projects will be submitted to the client for final approval prior to printing/posting/etc. Changes at this point will impact the delivery date and may incur additional charges.
7. Corresponding projects (eg. website, e-mail and brochure) should be scheduled and approved simultaneously to ensure a synchronized launch of marketing elements.
8. The client is *responsible for paying all costs* associated with each project. The Office of Communications and Public Relations will select appropriate vendors using the standards set forth by the Commonwealth of Virginia and the CNU Purchasing Office. Any questions regarding eVA, SWAM, methods of payment, etc. should be referred to the CNU Purchasing Office.

### Project Specs

		NOTES:
⇒ Copy Writing	Pub/GP Due Date _____	
⇒ Direct Mail	PR Due Date _____	
⇒ Display	Web Due Date _____	
⇒ E-Mail	Email Due Date _____	
⇒ Graphic	Expiration Date _____	
⇒ Plasma Announcement	Quantity _____	
⇒ Press Release	Size _____	
⇒ Publication	Color _____	
⇒ Web Site	Audience _____	
⇒ Other		

*I have read and agree to abide by the above rules for submitting a project request to the Office of Communications and Public Relations at Christopher Newport University:*

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

