

## Three Easy Steps:

1. Select one or more of the services listed below
2. Attach all supporting materials
3. Send completed form to Room K406

# Office of College Marketing – Services Request Form –

Once your request is reviewed, the marketing staff will contact you to review materials and/or answer specific questions. Some projects require more time than others, therefore, please provide a 3-5 week notice. If you have any questions please feel free to contact the OCM at 596-2192 or check out our web site at [nvcc.commnet.edu/OCM](http://nvcc.commnet.edu/OCM).

Originator \_\_\_\_\_ Phone Ext. \_\_\_\_\_ Best Time to Reach You: \_\_\_\_\_

Date of Request \_\_\_\_\_ Date Needed \_\_\_\_\_ Dept/Division \_\_\_\_\_

**Advertisement** (attach requisition)

**Success Story** (name & phone #)

**Web Page Design**

**Schedule a planning meeting  
for a Targeted Mailing**

**Graphic Design** (check one below)

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> booklet     | <input type="checkbox"/> brochure              |
| <input type="checkbox"/> certificate | <input type="checkbox"/> flyer                 |
| <input type="checkbox"/> form        | <input type="checkbox"/> pamphlet              |
| <input type="checkbox"/> poster      | <input type="checkbox"/> other described below |

**Faculty/Staff/Student Accolades**

**Submit-a-Photo** (include exact names of those in photo)

**Press Release** (fill out information below)

Topic \_\_\_\_\_

Contact person to be listed in press release:

Phone number for the general public:

Please provide detailed information regarding your request:

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### For OCM Use Only

Date Received \_\_\_\_\_

Request reviewed and forwarded to appropriate OCM Staff Date \_\_\_\_\_

Draft #1, sent to originator for proof/additions/corrections Date \_\_\_\_\_

Job Completed - File with completed job attached Date \_\_\_\_\_

Other \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Type of Activity

- Ad
- Direct Mail
- Graphic Design
- Press Release
- Publication
- Success Story
- Web Design

Division \_\_\_\_\_

Date Entered \_\_\_\_\_