

FOR OFFICE USE ONLY:

Job Number/Title _____

Assigned To _____

Date _____

Project Request _____

PRIMARY CONTACT _____

Phone _____

E-mail _____

Date Needed _____



GARDNER-WEBB
UNIVERSITY

1. Content:

- Needs developed
- Needs revised
- Is attached

2. Photos:

- Are attached and identified
- New photos needed
photo request form link

3. Contact Information

(To Be Placed on Piece):

Name _____

Address _____

Phone _____

E-mail Address _____

Project Details

4. Output:

- External printer
- Library printer
- E-mail
- Web
- PDF
- Advertisement
- Other _____

5. Mails From:

- Mailhouse
- On campus
- Does not mail

6. Corresponding Web Needs:

- Landing page
- CashNet form
- Registration form

7. Press Release Desired:

- Yes
- No

**Project will be reviewed for approval.*