PROJECT REQUEST FORM
DEPARTMENT OF PUBLIC INFORMATION, COMMUNICATIONS & MEDIA
TEL: (510) 466-7366 · FAX: (510) 587-7884

1. Request projects at least six (6) weeks in advance of due date.
2. Review guidelines and procedural information.
3. All text must be supplied in electronic form.
4. Items with an asterisk (*) do not require a budget code.
5. Fill form out completely. No request will be considered without a completed form.
6. For approval, return to Executive Director of Public Information, Communications & Media.

REQUEST INFORMATION

REQUESTOR ________________________________________ EXT. __________
ADMINISTRATOR APPROVAL _________________________________________
(Vice President level or above)

PROJECT INFORMATION

(Check all that apply)

- New
- News Release*
- Other
- Revise/Reprint (Attach sample)
- Calendar Listing*
- Manual/Booklet
- Other
- PSA*
- Poster
- Ad
- Brochure
- Other
- Poster
- Ad
- Brochure
- Other

Target Audience: _______________________________________________________

SPECIFICATIONS

(Check all that apply)

- B&W
- Other
- 4--color
- 3--color
- 2--color
- Quantity
- Size

OFFICE USE ONLY

- PROJECT APPROVED ________________________________________________
- NOT APPROVED REASON: ____________________________________________

Date Recorded: _____________________________
Assigned Staff: _____________________________
Date Completed: _____________________________