

# TEXAS CITY ISD COMMUNICATIONS DEPARTMENT

# PROJECT REQUEST FORM

NOTE: MINIMUM TURNAROUND TIME OF TWO WEEKS IS REQUIRED FOR NEW DESIGN REQUESTS.

## GENERAL PROJECT INFORMATION

Today's Date: \_\_\_\_\_ Project Name: \_\_\_\_\_

Project Contact Person: \_\_\_\_\_

Briefly describe project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is this an event?  Yes  No List date, time and event location: \_\_\_\_\_

Who is your audience? \_\_\_\_\_

What is the goal of this project? \_\_\_\_\_

\_\_\_\_\_

What is your budget? \_\_\_\_\_ Is this a new project?  Yes  No, only updates

Project deadline\* (A.S.A.P. will not be accepted): \_\_\_\_\_

## WHAT DO YOU NEED? (CHECK ALL THAT APPLY)

### PRINT

- Flyer (8.5" x 11")
- Poster (11" x 17")
- Promotional Items\*
- Invitation\*
- Event Program\*
- Banners\*
- Brochures\*
- Signage\*

### WORDS

- Press Release  
*(must submit PR worksheet)*
- TCISD Today E-News  
*(must submit PR worksheet)*
- Copywriting
- Proofing

### ADVERTISING

- Print Ads

### OTHER MEDIA

- Website
- Social Media
- Video
- Photographer
- Presentation

**\* Allow an additional 10 business days for printing. (Coordination to be handled by the requesting department.)**

OTHER: \_\_\_\_\_

SERVICES DO NOT INCLUDE PRINTING OR FINISHING. PLEASE PROVIDE ANY TEXT AND/OR PHOTOS (ELECTRONIC VERSIONS ONLY, PLEASE) REQUIRED FOR PROJECT BY CORRECT DEADLINE. FAILURE TO DO SO MIGHT RESULT IN A LATE FINAL PRODUCT. WE WILL CHANGE TEXT ONLY TO MEET DISTRICT STANDARDS. WE WILL NOT CHANGE CONTENT. FURTHER, WE WILL NOT ACCEPT TEXT CHANGES OR ADDITIONS AFTER TEXT DELIVERY AND LAYOUT HAS BEGUN. \*FOR VIDEO SERVICES, REQUESTING DEPARTMENT WILL PROVIDE MEDIA (DVDS, CDS, FLASH DRIVE, LABELS, ETC.) FOR PROJECT.

PLEASE SIGN AND DATE THAT YOU HAVE READ AND UNDERSTAND THE ABOVE STATEMENT:

\_\_\_\_\_  
Requestor Acknowledgement

\_\_\_\_\_  
Requestor (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Requesting Leadership Team Member Approval

\_\_\_\_\_  
Approval from Dir. of Communications

\_\_\_\_\_  
Date