All requests for print and marketing materials begin with this form. (Note: Please use the “Stationery Request Form” for business cards and stationery.)

THE BASIC PROCESS:
1. Tell us who you are and how to reach you.
2. Tell us what your project is, who it is for, how many you need and when your deadline is. Whenever possible, please allow at least two weeks to deliver your project.
3. Tell us as many details as you can about your project, what resources you have (written material, photographs, etc), and what you will need from us.
4. Set up a work meeting with us.

Please fill out this form as completely as possible. Answering these questions will help us understand your goals, and will allow us to set proper production timelines.

Supply us with electronic files (any program but Publisher) and paper copies of your text, artwork, photographs, etc.

Bring any additional information that might help us develop your content and design your project.

1. **Contact information**
   - Project Contact:
     - Date:  
     - Phone:  
     - Email:  

2. **Project**
   - Project name:  
   - Target audience:  
   - Estimated budget:  
   - Quantity needed:  
   - Completion/Mail date:  

3. **Production details**
   - **TYPE OF PROJECT OR PUBLICATION:** Check all that apply
     - □ Advertisement  
     - □ Brochure  
     - □ Invitation  
     - □ Envelope  
     - □ Postcard  
     - □ Program  
     - □ Book/Booklet  
     - □ Poster  
     - □ Press release or article  
     - □ Accompanying web page  
   - **WRITING:**
     - □ All text supplied by you, the client  
     - □ Client-supplied text needs editing  
     - □ Communications staff will write text  
     - □ Update text from last version  
   - **ARTWORK & PHOTOGRAPHY:**
     - Do you want photos in your piece?  □ yes  □ no  
     - Who will provide the photos?  □ you, the client  □ Communications staff  
   - **MAILING & DELIVERY:**
     - Will your piece be mailed?  □ yes  □ no  
     - If yes, does it need:  □ self-mailer  □ return mail card  □ envelope □ w/ return address  
     - How will it be mailed?  □ first class  □ non-profit bulk  
   - **MEDIA COVERAGE:**
     - Will your project require media coverage?  □ yes  □ no  
     - If yes, which publication, radio station, etc.?  

4. **Set up a work meeting with us**
   - Contact Sandy (x2191) to schedule a meeting to discuss your project. Bring this form and all of your materials. Thank you!

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Communications & Marketing  
AD135, lower level  
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Production Artist  
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