All requests for print and marketing materials begin with this form.

If at all possible, please allow at least two weeks to deliver your project (Note: Please use the “Stationery Request Form” for business cards and stationery.)

THE PROCESS:
Please fill out this form as completely as possible. These answers help us understand your goals and allow us to set proper production timelines.

Include details about your project, what resources you have (written material, photos, etc.), and what you need from us.

Set up a work meeting with us to review the work plan.

Bring any additional information that may help us develop your content and design your project, such as electronic files and paper copies of your text, artwork, photographs, etc.

NORTHERN COMMUNICATIONS & MARKETING (NCAM)
Sandy Krolick, Creative Director
505 747.2191
sandyk@nnmc.edu
Lisa Pelletier, Designer
lisa.pelletier@nnmc.edu

I. 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  ☐ Program/Book  ☐ Press release or article
☐ Brochure  ☐ Flyer  ☐ Web page
☐ Invitation  ☐ Poster  ☐ Social Media
☐ Postcard  ☐ Printing  ☐ Other _______________________

WRITING:
☐ All text supplied by you, the client  ☐ Communications staff will write text
☐ Client-supplied text needs editing  ☐ 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 venue: publication, social media, etc.? ______________________

4. SET UP A WORK MEETING WITH US

Contact Sandy (x2191, sandyk@nnmc.edu) to schedule a meeting to discuss your project.
Bring this form and all of your materials. Thank you!