



**MOLLOY
UNIVERSITY**

Office of Marketing & Communications

Creative Request Form

Please note that first drafts cannot be guaranteed without at least **10 business days notice**, depending on the scope of the project. Some assignments may take longer than 10 days. Work will not begin on project until all information has been supplied (text, graphics, files, etc.).

Project Name: _____

Requested by: _____ Phone/Ext. _____

Department: _____

Date of Initial Request: _____ Desired Date of Completion (Do not write ASAP): _____

Project type: Ad Magazine/Booklet Invitation Postcard Brochure Flyer Newsletter Other _____

Size: _____ Quantity _____ Publication (if this is an ad): _____

Color: Full Color Black & White Other Do you require printing? Yes No Is this project being mailed? Yes No

Additional Project Details:

Dean Approval Signature _____

Admissions Approval Signature _____

Note: Any project that may be used for recruitment purposes **must be approved by the Office of Admissions and appropriate dean** before completion.

Email completed form to Meta Miller at mmiller2@molloy.edu