**MARKETING PROJECT/ MATERIAL REQUEST FORM**

**Project Title**

**Contact Name**

* this person will be notified to approve project drafts

**Contact Email**

**Phone**

**Charge to Account #**

**Budget**

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**MARKETING PROJECT/ MATERIAL REQUEST FORM**

**QUANTITY**

**PROJECT TYPE** (refer to time schedule for production)

- New Job
- Reprint of Existing Piece (no design changes)
- Design Revision to Existing Piece

**PROJECT DESCRIPTION/SPECIAL INSTRUCTIONS**

_________________________________________________

_________________________________________________

_________________________________________________

_________________________________________________

**INFORMATION PROVIDED**

- Word document emailed with typed text
- Hard copy attached with changes (for revisions only)
- Photography/Artwork

**INTENDED AUDIENCE**

- Clients
- Community
- Partnerships
- Donors
- Other ________________

**WHAT IS THE INTENDED OUTCOME/PURPOSE OF THIS PROJECT**

_________________________________________________

_________________________________________________

_________________________________________________

**TODAYS DATE**

**DATE ITEMS ARE NEEDED**

**INK COLOR:**

- Full Color
- Black and White

**HAVE YOU REQUESTED ANOTHER PROJECT THAT THIS WILL COORDINATE WITH?**

- Yes  
- No

If yes, please answer the following questions:

- What is the event date? ________________
- What is the event title? ________________
- What is the event theme? ________________
- When do you want publicity to begin? ________________

**DO YOU NEED INFORMATION ADDED TO THE WEBSITE IN COORDINATION WITH THIS PROJECT?**

- Yes  
- No

**DO YOU NEED INFORMATION ADDED TO SOCIAL MEDIA IN COORDINATION WITH THIS PROJECT?**

- Yes  
- No

**PROJECT TIME SCHEDULE**

- Flyer  Timeframe: 2 weeks
- Social Media Post  Timeframe: 24-48 hours
- Materials Needed  Timeframe: 2 weeks, if new printed items (i.e. swag for conferences, fairs, etc.)
- Printing Needed  Timeframe: 2 weeks if new design or 3-5 days if re-print
- Website Update/Change  Timeframe: 5 business days

To minimize the amount of changes that need to be made once a piece is in design-phase, please include all content at time of request.

If translation is needed, please include during request.

If we are to translate, please add 5 working days to request date as we do not have a translator on staff.

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If you have any questions about this form, please contact Ray Stiles at 404.920.7761 or RStiles@catholiccharitiesatlanta.org

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This form must be completed and submitted to Ray Stiles at RStiles@catholiccharitiesatlanta.org; copy Stephanie Ungashick at SUNgashick@catholiccharitiesatlanta.org

If requesting multiple pieces, please complete one form for each project.
Please fill out the attached Marketing Request Flyer for all branded and digital media.

ALL marketing and design (branding) requests adhere to the following timeline:

- **Flyer**  
  *Timeframe: 2 weeks*

- **Social Media Post**  
  *Timeframe: 24-48 hours*

- **Materials Needed**  
  *Timeframe: 3-5 business days*

  *2 weeks, if new printed items*

  *i.e. swag for conferences, fairs, etc.*

- **Printing Needed**  
  *Timeframe: 2 weeks if new design or 3-5 days if re-print*

- **Website Update/Change**  
  *Timeframe: 5 business days*

**Guidelines for all to follow:**

- All requests to be sent to Ray Stiles, *must copy* Stephanie Ungashick
  
  Ray Stiles: RStiles@catholiccharitiesatlatna.org
  
  Stephanie Ungashick: SUngashick@catholiccharitiesatlanta.org

- Ample time is needed to create, post/market and place in various media outlets

- All requests should have, roughly, a two-week turnaround timeframe for flyers or design requests. Mission Advancement will respond in a timely fashion when an emergency arises or a new law passes that requires immediate attention.

- Requestor is required to provide **all information at the time of request.** (copy, wording, pics.)

  To minimize the amount of changes that need to be made once a piece is in design phase, please submit all content at time of request. If translation is needed, please submit at time of request. If you need Mission Advancement staff to find a translator, *please add 5 working days to request.*

- Social media requests are under a 24-48 hour turnaround. Mission Advancement will make the final determination of when to post based on other social media posts that are in queue.