



# PROJECT REQUEST FORM

**This form *must* be completed to initiate a new communications, design or print project.**

This is an *editable* PDF document. Fill out the highlighted fields as completely as possible and forward it to your manager/DLC President for approval.

Email the *approved* document to [printrequest@seiu1000.org](mailto:printrequest@seiu1000.org). You will receive a confirming email that includes a job number.

**QUESTIONS?** Contact Cyd Evans at 916.554.1265 or by email at [printrequest@seiu1000.org](mailto:printrequest@seiu1000.org)

## PROJECT INFORMATION

### REQUESTED DUE DATE: \_\_\_\_\_

**Digital/Design Only Jobs:** Please allow a minimum of (10) business days.

**Print Jobs:** Please allow a minimum of (10) business days.

Prepared by \_\_\_\_\_ Ext. \_\_\_\_\_

Reviewed by \_\_\_\_\_  
(Manager/DLC President-Required To Process Order)

Today's Date \_\_\_\_\_

Proof/PDF/Hardcopy to: \_\_\_\_\_

Dept./DLC/BU \_\_\_\_\_ Activity Code (required) \_\_\_\_\_

COMMS DEPT ONLY:

PROJECT NAME \_\_\_\_\_ PROJECT # \_\_\_\_\_

## CONTENT

Describe the purpose of your project request and where the copy and art will come from. If you have copy or photos that will be used in the layout, provide them along with your completed project request form.

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### THIS PROJECT REQUIRES:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Writing        | <input type="checkbox"/> Video or PowerPoint | <input type="checkbox"/> Email Distribution (If yes, see information below) |
| <input type="checkbox"/> Artwork/Design | <input type="checkbox"/> Mail Distribution   | <input type="checkbox"/> Event Information _____                            |
| <input type="checkbox"/> Printing       | <input type="checkbox"/> Website Posting     | <input type="checkbox"/> Other _____  |

## PRINT DESCRIPTION

Describe your **PRINT** job—how many you need printed, size, type of paper, ink colors, etc.

QUANTITY	FINISHED SIZE	DESCRIPTION	PAPER COLOR	PAPER TYPE	INK COLORS	FRONT ONLY	FRONT & BACK

**OTHER INSTRUCTIONS:** Describe any other work that needs to be done - folding, collating, binding, padding, 3-hole punch, mounting, etc.

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## DISTRIBUTION

Describe how you would like your project to be distributed

### DISTRIBUTION DETAILS

PRINT	QUANTITY	DESTINATION / ADDRESS	SHIPPING METHOD

EMAIL	IDENTIFY TARGETED EMAIL LIST AND THE PERSON IN CHARGE OF THE EMAIL LIST:		
	TARGET EMAIL LIST (required)		
	Name _____	Phone _____	Email _____