

COMMUNICATIONS REQUISITION FORM

REQUESTED BY:

TODAY'S DATE:

NEED BY DATE:

☒	PROJECT	DETAILS
	ADS (print or digital; size and specs are required)	
	TRADESHOW IMAGES (size / specs required)	
	EDITORIAL / COPY	
	EVITE (provide all details)	
	IMAGE (indicate usage, size and specs)	
	LOGO (online or print, size) Hello Sunny Meet Sunny	
	DEPARTMENTAL PRESS RELEASES	
	VIDEOS / B-ROLL (length) HD CAM HD DIGITAL BETA DVD	
	OTHER	

ADDITIONAL INFO: (please make sure to attach specs if available)