



# COMMUNICATION SERVICES REQUEST FORM

I **DO** want PR support for this project   
 I **DO NOT** want PR support for this project

**Instructions:**

- In order for your request to receive full consideration, this form MUST be signed by your department director.
- Once submitted, your request will be reviewed by the Communications Office and the superintendent.
- A copy of your request will be returned to your department director with notification of the project's approval.
- Requests must be submitted a minimum of **6 WEEKS BEFORE** the project is due (When submitting requests, please allow enough time for projects requiring printing, product shipment or coordination with community partners).
- All scheduled public, student and staff activities need to be reported to the superintendent's office in order to be included on the master calendar.
- Board Members should receive invitations to all Berrien RESA events via the superintendent's office. Please allow ample advance notice for sending these out.

**\*\*WHEN SUBMITTING REQUESTS, CONTENT NEEDS TO BE IN FINAL FORMAT. CONTENT SUBJECT TO EDITING AND SUPERINTENDENT APPROVAL\*\***

FOR QUESTIONS, PLEASE CONTACT KAREN HEATH AT EXT. 1147.

**Project Information**

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_ Event Location: \_\_\_\_\_  
 Project Title: \_\_\_\_\_ Project Deadline: \_\_\_\_\_  
 Project Description/agenda: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**JOB TYPE (select more than one, if necessary)**

<input type="checkbox"/> Advertisement	<input type="checkbox"/> Graphic Design	<input type="checkbox"/> Program/Agenda (Based on submitted content)	<input type="checkbox"/> Assistance with an Event
<input type="checkbox"/> Invitation	<input type="checkbox"/> Presentation	<input type="checkbox"/> Brochure (Based on submitted content)	<input type="checkbox"/> Newsletter Article (Based on submitted content)
<input type="checkbox"/> Media Strategy (For events requiring radio interviews, multiple press releases & extensive graphic design and/or coordinating support)	<input type="checkbox"/> Press Release (All phone calls or requests by the media are handled through the superintendent's office)	<input type="checkbox"/> Photo Shoot Need Release forms: Y / N	<input type="checkbox"/> Flyer (Based on submitted content)
<input type="checkbox"/> Poster (Based on submitted content)	<input type="checkbox"/> Facebook	<input type="checkbox"/> Other _____	
<input type="checkbox"/> Podcast (circle one):    Single recording                      Series If you are recording a series of podcasts, please describe their frequency and topics: _____ _____			
A written script has been approved by a director:		YES	NO
OR		Date: _____	
A director has heard the podcast and approves its content:		YES	NO
		Date: _____	



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## Project Information

### SPECIAL CREATIVE CONSIDERATIONS:

(Indicate required logos, photos, disclaimers, etc.)

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### SPECIAL PARTNERSHIPS/COOPERATIVE CONSIDERATIONS:

(Indicate if approval is required by other organizations if using their logos, names, etc.)

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### BUDGET (for materials only):

If printing/material costs are being considered, the Berrien RESA Print Shop will be notified and will work directly with the communications office and department director (or designated staff member appointed to handle purchasing decision by their director) in finalizing cost options.

Total communication services budget for this project: \_\_\_\_\_

Reference number: \_\_\_\_\_

## Contact Information

Name of requestor: \_\_\_\_\_

Email address: \_\_\_\_\_ Telephone: \_\_\_\_\_

## Approval Information

Director: \_\_\_\_\_

Date: \_\_\_\_\_

Superintendent: \_\_\_\_\_

Date: \_\_\_\_\_

FOR COMMUNICATION OFFICE ONLY	
Received Date: _____	
Time: _____	

FOR SUPERINTENDENT USE ONLY	
<input type="checkbox"/> Approved: _____	<input type="checkbox"/> Added to master calendar
<input type="checkbox"/> Not approved: _____	Reason: _____
_____	