

University of South Carolina Aiken

Request for Publication Design

Name of Publication:

Person requesting:

Purpose of publication:

Description of piece (for example, brochure, postcard, poster, etc.):

Target Audience (who is receiving publication, for example: prospective students, faculty/staff, alumni, community members, etc.):

Method of Publication printed electronic

Considering the campus' green initiative, can this publication be published electronically/online only?

Yes No

If printed, quantity needed:

Color: Black only two-color Full-color

Paper Selection/ Color of Paper:

Is this a... New Publication or a Reprint

Date this publication needs to be completed/delivered from printer by:

Department responsible for payment of publication:

Please submit this form to Jennifer Conner (jconner@usca.edu). If you have any questions, please contact Jennifer at ext. 3569. Upon submission, a member of the marketing office will contact you.