



For Communications & Marketing Related Services

INTRODUCTION

This document will provide members of the PNWU community a formal service project request form and guidelines for completing and submitting the form.

PURPOSE

The Service Request Form is used to initiate the planning process for communication & marketing related projects at PNWU. The objective of this process is to formalize the steps by which new project requests are initiated.

REQUIREMENTS

A service request form must be submitted by a member of the PNWU community with conjunctional approval from a department director.

- Forms should provide enough information to establish a healthy understanding of what the project is and what needs to be done.
- Depending on the project, additional information may be requested. *Please note—service requests are subject to conditional circumstance and contingent upon approval, purpose, and scheduling.

FORM SUBMISSION

Forms need to be submitted by email in the manner outlined on the service request form. Once the form has been received, the requestor will be notified by email and will begin to move through the service request form process. *Projects require a two week completion (minimum time) prior to each project Service Request Form due date. Also note, for projects requiring printing services, additional time will be needed.

Questions about completion of this form may be directed to: publicity@pnwu.edu



Communications & Marketing
publicity@pnwu.edu

P 509.249.7771
F 509.452.5101

DATE: [] DATE NEEDED: [] DEPT: []

NAME: [] EMAIL: [] OFFICE PHONE: []

PROJECT TITLE: []

WORK REQUEST: PRINT DISPLAY ONLINE OTHER AUDIENCE: []
(ie., public, alumni, other)

PROJECT DESCRIPTION: (Please include relevant links, photos, project goals, etc.)

ATTACHMENT(S) INCLUDED: YES NO

(Please provide a brief description)

*Please submit no later than two weeks prior to request due date (print requests will require additional time as needed).