



# MPR PRINT & DESIGN SERVICE REQUEST FORM

This MPR Print & Design Service Request form is to help facilitate all design and printing needs for your event.  
NOTE: Comps will be sent directly to requester. Requester is responsible for their internal approval process prior to submitting this form. Please provide one request form for each project.

## PROJECT SUMMARY

REPORT DATE

PROJECT/EVENT NAME

REQUESTED BY

## PROJECT/EVENT INFORMATION

An electronic file of all text/copy must be included. Please ensure final copy is thoroughly reviewed for accuracy.

Event description

Date of event

Event Location

Time of event

Budget for collaterals

## DIGITAL OPTIONS \*PLEASE CHOOSE FROM THE BELOW

Web banner

24/7 graphic slide

Listing on website events page

## PRINT OPTIONS \*PLEASE CHOOSE FROM THE BELOW AND INDICATE QUANTITY NEEDED

Post Card (4x6) QTY

Poster (24x36) QTY

Brochure (bi-fold) QTY

Brochure (tri-fold) QTY

Booklet QTY

## PREFERRED TIMELINE

Print requests must be submitted 30 days prior to event. Please allow a minimum of 2 weeks for materials to be designed and upon final design approval 5-7 business days to print.

Desired rough draft due

Desired final date due

MPR DEPARTMENT USE

NAME OF FILE	DATE RECEIVED	DATE REVIEWED
REQUEST STATUS		
COMPLETE		
INCOMPLETE	COPY NOT ATTACHED	INSUFFICIENT TIME TO COMPLETE