

Publications Worksheet

- Requesting department _____
- Name of department contact _____
- Title or description of publication _____
- What is the purpose of the publication? _____
- Who is the audience? (Mark all that apply.)
 - Prospective students
 - Undergraduate
 - Graduate
 - Traditional
 - Non-traditional
 - Distance
 - On-campus
 - Alumni
 - Parents
 - Prospective donors
 - Business/industry
 - Other _____
- How many copies are needed? _____
- How will the publication be distributed? _____
- Should the publication include a response mechanism?
 - Yes No
- When must the publication be ready for distribution? _____
- What index is to be billed for the cost of printing? _____
(Funding may be available from Communications and Marketing)
- Where will the printed publication be delivered? _____
- Signature of head of requesting department/office:
