

HOW TO SUBMIT A MARKETING REQUEST

- Start by locating the online request form, located at <http://www.gtcc.edu/mktreqform/>
- Enter data into the fields provided...
 - ❖ Types of services:
 - ✓ **Print Graphics:** includes posters, flyers, banners, etc.
 - Selecting print graphics allows you to specify specific services and quantities.
 - ✓ **Web Development:** refers to web banners, website redesigns, etc. Website updates to your department site can be requested by contacting your Contributor administrator.
 - ✓ **Advertisement:** includes advertisements in newspaper, magazines, or other printed areas.
 - ✓ **Public Relations:** press releases, other publicity requests.
 - ✓ Other services.
 - ❖ Contact information:
 - ✓ Please provide us with your name, department, campus, and preferred telephone number and email address .
 - ✓ All fields **MUST** be completed in order for marketing to process your request.
 - ❖ Project Information
 - ✓ **Project title:** Give your project a title that identifies what it is (i.e. President's Leadership Seminar programs).
 - ✓ **Objectives:** List the reason for your project and what you hope to achieve with the graphics.
 - ✓ **Desired completion:** Enter the date that you would like to have the completed project. A minimum of seven business days is required for all requests. Please be aware that we cannot guarantee completion dates.
 - ❖ Budget information:
 - ✓ **Requisition number:** You **MUST** have a requisition number in order for Marketing to process your request.
 - ✓ **Budget type:** Please tell us what funds you are approved to use for the project
 - ✓ **Budget code:** You **MUST** have a code in order for Marketing to process your request.
 - ✓ **Budget manager:** Please list the name of the person who approves your budget.
 - ✓ A **requisition number** and **budget number** are required for all outsourced advertising/services/products.
 - ✓ A **requisition form** must be forwarded to the Marketing Department before services/products will be outsourced.
 - ❖ Attachment upload
 - ✓ Upload any files you may have such as word documents, images, fonts, etc.
- Before sending, please check for typos, as these may delay the completion of your project.
- Please direct general questions to Meredith Rhoades at marhoades@gtcc.edu. If you experience technical difficulties, please contact Travis Hyatt at ghhyatt@gtcc.edu.