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:
  ________________________________________________________________