

CMSD Communications Request Form

Download and complete form on screen, save file as a pdf and email as an attachment to Berni Repko, Director, Marketing & Advertising
 Bernadette.Repko@ClevelandMetroSchools.org
 cc: Roseann.Canfora@ClevelandMetroSchools.org and
 Thomas.Ott@ClevelandMetroSchools.org



Date: _____

IMPORTANT: Do not take time to pre-design your flier in Microsoft Word, Publisher or other program. Enter the content in the space below: WHO, WHAT, WHERE, WHEN, WHY, HOW or attach the information as a Microsoft Word document. Save time and leave the designing to us. Your request cannot be sent to the designer if any of the 5W's and 1H is not included or is not clear. For questions, call Berni at: 216.838.0084.

Project Name: _____ Spanish Translation Required

Project Type:	Print	Web / eBlast
Ad		Postcard (mailed)
Banner		Poster
Brochure		Program/Booklet
Certificates		Sign
Flier		Take-Away Card (8.5" x 5.5")
Newsletter		Other (specify below)

New Design Draft/Copy Attached
 Pick-up Existing Design & Revise (provide sample)

Size: _____ 1 Sided 2 Sided

Pages: _____ Folds to: _____

4-Color Black/White Binding: _____

Mailing Services

Data/Mailing List Supplied By: _____

Data / Mailing List Needed

IMPORTANT: Schedule a meeting with Berni and/or Roseann to discuss a strategy for targeting your specific area for the most impact, and to determine criteria for a list purchase.

Requested By: _____

Department: _____

Phone: _____

E-mail: _____

Event Date (if applicable): _____

Approved Copy Content Due: _____

Final Art Completion Date: _____

Final Product Delivery Date: _____

Delivered Where: _____

Distributed How: _____

Print Quantity: _____

Print Quotes: _____

Who:

Why:

What:

Where:

How:

When:

Project timeline will be determined on a first-come, first-served, and project by project basis as well as department work load at the time the request is submitted. As a guideline allow 2 weeks for Programs/Booklets/Ads/Buttons/Banners; 1 week for Certificates/Fliers/Posters Urgent CEO/BOE requests take top priority.

If response for approval of work in progress is not provided within 5 working days, we will consider this as an approval for work done to date and will close the job. Thank you!