

# 2003-04 Off-Campus Major Publication Request Form

Please submit this request form to your **Division** head for any publication that is NOT included in the 2003-04 list. The publications list is available at: <http://www.oberlin.edu/purchase/printing/>

Date \_\_\_\_\_

Name of publication \_\_\_\_\_

Type of publication  newsletter  brochure  poster  booklet  other (specify) \_\_\_\_\_

Person making this request Name: \_\_\_\_\_ Title \_\_\_\_\_

Department \_\_\_\_\_ Telephone \_\_\_\_\_

## Institutional Purpose

What is the purpose of this piece?  informational  fund-raising  promotional  
 Other (specify) \_\_\_\_\_

Who is your audience? Be specific.  Parents  Current Students  Alumni  College Employees  
 Other (specify) \_\_\_\_\_

When do you plan to mail/distribute this publication? Season/Month/Date \_\_\_\_\_

Quantity \_\_\_\_\_ Desired delivery date \_\_\_\_\_

Distribution  On campus  First-class mail  Standard mail  Other (specify) \_\_\_\_\_

This piece  is a self-mailer  requires a mailing envelope  requires a business-reply envelope/card

Other services necessary to complete this publication:  photography  writing  graphic design  other

## APPROVAL (ALL SIGNATURES REQUIRED)

Department head/chair (name & signature) \_\_\_\_\_

Division head (name & signature) \_\_\_\_\_

VP College Relations (name & signature) \_\_\_\_\_

Account number to be billed \_\_\_\_\_ Project budget \_\_\_\_\_

## Signatory:

**A copy of the completed form, including those rejected, must be sent to Printing Services.**

Office Use only: Date Rec'd \_\_\_\_\_

Authorization # Assigned \_\_\_\_\_