

# Marketing Request Form

Submit online! [mwcc.edu/marketing/request](http://mwcc.edu/marketing/request)



## INFO

PROUDLY SERVING  
approx. **075**  
projects & requests per month

Today's Date

Project Manager

Project Description

IP/MC# (if known)

Phone extension

Requested Due Date



Lead times don't include printing & mailing time.

Printed material..... up to 4 weeks  
Publication ..... 6 to 8 weeks  
Press Release/Event Publicity..... up to 2 weeks  
Web Page ..... up to 2 weeks  
Social Media ..... up to 48 hours  
Photography..... 1 week

**need  
ASAP?**

You need it yesterday? We've got you covered!

By providing enough lead time will allow marketing to assist you to develop a strategy to fit your needs, though, we understand projects develop with little lead time! We have developed an on-demand toolkit solution allowing you to quickly create your own marketing materials (flyers, brochures, ect.) without having to wait!



## PROJECT

**I don't know what I need:**

I prefer follow-up via:

☐ Phone/email ☐ Meeting

**I know what I need:**

☐ Event publicity ☐ Social media ☐ Photography ☐ Printed materials

☐ Planning (meet w/Marketing staff) ☐ Other (describe): \_\_\_\_\_



Need to post graphics/content to **iConnect?** Contact IT at Ext. 401



## EVENTS & public relations

Who is sponsoring or involved with the event?

Description of news item:

Title of Event

Location of Event(s)

Date of Event(s)

Time of Event(s)

\$

Cost to Attend

Event/program open to the general public? ☐ Yes ☐ No

Thank you! Once we receive this form, we will be contacting you directly to follow-up.



Mount Wachusett  
Community College