Quick Reference Guide
Requesting Communication & Marketing Support

We have forms for you to:

**Request Video Work**
**Request Photography**
**Request Institutional Backdrops**

Or you can **Request Marketing Work** for:
- Advertisement
- Application/Form
- Brochure
- Calendar
- Card/Invitation
- Catalog/Magazine
- Certificate/Plaque
- Writing for letter, social media or other text needs
- Display graphic (e.g. banner)
- Electronic template
- Folder/Report cover
- Formstack (online form) update
- Grant or partnership consultation
- Graphic for web or social media usage
- Newsletter
- Postcard (flat)
- Poster/flyer
- Presentation slides or materials
- Press release
- Printing service
- Product graphics
- Reprint (no edits)
- T-shirt or other promotional material (giveaway, swag, etc.)
- Website update

General time lines for projects, including printing or production time:
- Ads/Web Graphics 3-4 weeks
- Applications/Forms 2-3 weeks
- Brochure/Calendar/Newsletter 6-8 weeks
- Card/Flyer/Invitation/Mailer/Postcard 4-5 weeks
- Certificate/Folder/Poster/Report Cover 2-3 weeks
- Electronic templates (email, PowerPoint, Word, etc.) 2 weeks
- Product Graphics/Plaque/T-shirt/Swag 3-4 weeks
- Signage (billboard, directional, display) 3-4 weeks

**Design Time Lines** (goo.gl/MMsYBi)

Continue using the online **Storefront** (anderson.edu/storefrontorders) for stationery items, including business cards, letterhead, envelopes, notecards, and magnetic name badges.

If you have questions regarding work done by Communication & Marketing staff, please contact our project coordinator at **publications@anderson.edu** or x4258, for assistance.