

Quick Reference Guide

Requesting Communication & Marketing Support

- Request for Video Work** (goo.gl/forms/KPjKBbZJTJ)
- Request for Photography** (goo.gl/forms/HI8yhNbShj)
- Request for Marketing Work** (goo.gl/forms/UONSptVabV)
- Request for Institutional Backdrops** (goo.gl/forms/DKcWrwGRkS)

Use these links to request:

- Advertisement
- Application/Form
- Branded Backdrop Items
- Brochure
- Calendar
- Card/Invitation
- Catalog/Magazine
- Certificate/Plaque
- Copy for letter, social media or other written piece
- Display graphic (e.g. banner)
- Electronic template
- Event planning assistance
- Folder/Report cover
- Formstack (online form) update
- Grant or partnership consultation
- Graphic for web or social media usage
- Newsletter
- Photography
- 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.)
- Videography
- Website update
- There's even a box if you don't know what you need!

General time lines for projects, including printing or production time:

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|--|-----------|--|-----------|
| • Ads/Web Graphics | 3-4 weeks | • Electronic templates (email, PowerPoint, Word, etc.) | 2 weeks |
| • Applications/Forms | 2-3 weeks | • Product Graphics/Plaque/T-shirt/Swag | 3-4 weeks |
| • Brochure/Calendar/Newsletter | 6-8 weeks | • Signage (billboard, directional, display) | 3-4 weeks |
| • Card/Flyer/Invitation/Mailer/Postcard | 4-5 weeks | | |
| • Certificate/Folder/Poster/Report Cover | 2-3 weeks | | |

Design Time Lines (goo.gl/MMsYBi)

Continue using the online storefront for stationery items, including business cards, letterhead, envelopes, notecards, and magnetic name badges.

Storefront (anderson.edu/storefrontorders)

To share your files with Communication & Marketing, place them into this folder on **Google drive** (goo.gl/7oT4Er) and note their names in the description section of the form. The first time you use this, you'll need to click on the "Add to drive" box in the upper right of the window that opens.

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