



FOOTHILL COLLEGE REQUEST FOR PUBLICATION & DESIGN SERVICES

MARKETING, PUBLIC RELATIONS & DESIGN SERVICES

12345 EL MONTE ROAD, LOS ALTOS HILLS, CA 94022-4599 ■ (650) 949-7395 ■ (650) 941-4641 (FAX)

1. Complete this form.
2. Return to the Design Services mail box or the the office in M-26.
3. Schedule an appointment with Shelley Schreiber at (650) 949-7395.

FOR OFFICE USE ONLY	Job number
	Designer
	Client meeting date

Please submit six weeks in advance of due date. Please allow ...

- 10 working days for initial design /copy editing /proofing
- 10 working days for editorial review and changes
- 5 working days for final approval
- 12 working days for prepress, output and printing

Please calculate from the date completed copy is delivered to Design Services. Completion time will depend on the scope of your project and the number of projects already in-house.

There is no charge for in-house design and production. You will be charged and billed directly for outside services and special supplies such as film, photographers, linotronic imaging and printing. Print bid information does **not** include tax.

Today's date	Target due date		
Project name & type		Quantity	Budget amount
Purpose of project			
How will this project be distributed?			
Who is your audience?			

Requestor's name	Campus phone	Department/Division
Please list everyone who must review the final draft of the project (include phone extensions)		

Requested Service (check all that apply)

- Design/Production
 Template
 Disk Enclosed
 Budget Quote
(DOES NOT INCLUDE TAX)
- Editorial
 Printing
 Other _____

Special instructions

Division Dean/Manager approval signature (REQUEST CANNOT BE PROCESSED WITHOUT THIS INFORMATION)



FOOTHILL COLLEGE REQUEST FOR PUBLICITY

MARKETING, PUBLIC RELATIONS & DESIGN SERVICES

12345 EL MONTE ROAD, LOS ALTOS HILLS, CA 94022-4599 ■ (415) 949-7645 ■ (415) 941-4641(FAX) ■

- Press
 Grapevine Newsletter
 Calendar Listing
 Public Service Radio Announcement

Please print or type all information before submitting. One event/activity or class per request. Please return to the Marketing, Public Relations & Design Services mail box or to the office in M-26.

Today's date	Target due date
Requester's name	Campus phone
Division	Department

Event/Activity/Class title				
Date of event	Time of event			
Location (be specific — if off-campus, give address & directions)				
Costs: adults	children	Foothill students	other students	seniors
Events/Activity/Class specifics (include registration/entry deadlines, audition requirements, special program notes, guest artist(s)/speakers(s) info, phone numbers, etc)				
Honors/Awards received				
Target publication date (please submit 45 days in advance)				
Contact person(s)	Phone/ext.	Contact person(s)	Phone/ext.	

FOR OFFICE USE ONLY	Date received	Date released	
	Placement		



FOOTHILL COLLEGE BIOGRAPHICAL UPDATE

MARKETING & COMMUNICATIONS OFFICE

Full-Time Faculty Part-Time Faculty Administrator Classified Staff

This update is requested by the Marketing & Communications Office and may be used to develop feature and/or news stories and to provide background information and/or biographical sketches for use in campus, community and academic publications. Please return the completed form via interoffice mail to Marketing & Communications mail box or to the office in 6104. You can also download the form at www.foothill.edu/intranet or submit an electronic copy of your bio to ThomasLori@fhda.edu.

Date	
Name	Campus phone
Division	Department
Area(s) of specialty	

Degrees/Professional designations	Date received	Institution	City/State/Country

Honors/Awards/Public recognition

Recent (last 5 years) publications/exhibitions/performances

Recent conference workshop/seminar presentations

