

# MARKETING SERVICE REQUEST FORM

Please note requests must be made at least **30 DAYS PRIOR** to event to ensure time and staff availability.

PROJECT/EVENT TITLE:

EVENT DATE:

EVENT LOCATION:

TIME:

## CONTACT PERSON

NAME:  
*(This person will be notified to approve project drafts.)*

PHONE:

EMAIL: DEPARTMENT:

*This form must be completed and submitted to the Director of Marketing and Communications in order for your project to be reviewed and scheduled. If requesting multiple events, please complete one form for each. Charges may apply for some marketing services.*

**TARGET AUDIENCE:**  Public/Community  Freshmen/Transfers  Upperclassmen  Alumni  Potential Students

**MARKETING CAMPAIGN:** Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**REQUESTED SERVICE:** Do you have:  Pre-Design Files Do you need:  Design Assistance

CHECK ALL THAT APPLY

**PRINT\***

- Brochure
- Program
- Other:

QTY:

**DIGITAL**

- Post on Social Media\*  
*\*Please note the marketing director will make the decision on what is displayed on the university's social media platforms.*
- Campus TV's
- Digital Billboard (SHM)

**WEB**

- Announcements
- Landing Page
- Updates

**VIDEOGRAPHY/PHOTOGRAPHY\***

- Video
  - Live Streaming
- Website
- Photography  
*For Faculty/Staff photo call (803) 813-1135 to schedule an appointment.*

**RADIO\* (Charges may apply)**

- WSSB Radio Station
- WPJK/ESPN Orangeburg Radio Station
  - Campaign Package
  - PSA Package

**After Hours Event:**

**Time Expected for staff/ vendor to be available for an event:**

Start Time:

End Time:

*Please give notice for after hours events, if a marketing team member or vendor are needed after 5:00pm or weekends. Because of limited staff and scheduling, late request will not be approved.*

*\*Departments/Committees are responsible for payment of third-party services. There is a fee for radio, printed goods, and Videography/Photography.*

**DESCRIPTION AND SPECIFICATIONS:** Special guests, Photo Ops, Quantities, item list, Etc.

*Email form to [marketing@scsu.edu](mailto:marketing@scsu.edu) or click the submit button below when form is complete.*

**OFFICE OF UNIVERSITY RELATIONS AND MARKETING USE ONLY**

DATE RECEIVED

ACCEPTED BY

DATE TO BE COMPLETED

APPROVED BY

COMPLETED DATE

**SUBMIT**