



MOTLOW COLLEGE

My Motlow. My Future.

Publication Request / Approval Form

Submit completed form with sample of publication to Sharon Bateman, Coordinator of Graphic Arts.

Publication Name: _____

Description and purpose of publication: _____

Department/Unit: _____

Contact Person: _____ Phone: _____ Email: _____

Layout and design

Electronic camera-ready file submitted: yes no

If yes, designed completed by: _____

Source of photography/images: _____

Design services needed: yes no **If yes, provide desired mock-up layout with electronic text/copy.

Distribution (check all that apply)

Campus wide

Motlow students

Motlow faculty/staff

Off campus (specify target group) _____

Printing Information

Printed in-house

Printed off campus (name & address of printer)

Number of copies printed: _____

Printing Cost: _____

Distribution Cost: _____

For internal office use only

Logo

TBR & Affirmative Action Statement

Publication Information

Approved by: _____ Date: _____

Vice President Approval: _____ Date: _____

Artwork sent to Printer: _____ Samples Received: _____

Publication Number: _____