



Forward completed form to Kay_Dasu@sccoe.org

DATE:

PROJECT TITLE:

NAME:

TITLE:

DEPARTMENT:

EMAIL:

PHONE:

DELIVERABLE PRODUCT:

REQUESTED DELIVERY DATE:

QUANTITY:

DETAILED DESCRIPTION OF PROJECT:

SPECIFIC GOAL/OBJECTIVE OF PROJECT:

(e.g., To inform employees of a workshop and encourage them to register.)

IF APPLICABLE, HOW WILL YOU DETERMINE THE SUCCESS OF THIS PROJECT:

(e.g., Increase in workshop attendees from the previous year.)

TARGET AUDIENCE:

NAME OF SUPERVISOR:

(For internal use, to be filled out by Media and Communications staff)

DATE OF CONSULTATION:

PROJECT ASSIGNED TO:

ESTIMATED
COST OF MATERIALS:

ESTIMATED
HOURS TO COMPLETE:

PETER DANIELS
KEN BLACKSTONE
KAY DASU

ACTUAL
COST OF MATERIALS:

ACTUAL
HOURS TO COMPLETE:

SUMMER REEVES
TIM WALTER
LINDSEY WONG
MIKE BROMBERG
ERNIE PACLEB

CATEGORY:

P = Publicity/ Outreach/News Item or Event
(news release, newsletter article, photos,
social media)

TP = Talking Points/Presentations

GD = Graphic Design Services

V = Video production (creating, shooting,
editing a video)

SE = Special Event or Project

M = Miscellaneous

EXTERNAL ACCOUNT (if applicable):

JOB NUMBER ASSIGNED:

Staff Member:

Date:

PROOF/DRAFT APPROVED:

Signature:

Date:

NOTES:

FINAL DELIVERY:

Signature:

Date: