College and University Recruitment Marketing Project Checklist

Project Name: _____

Project Deadlines
Copy due: **_____**

Design due: **_____**

Live on web/to printer: **_____**

Data due date: **_____**

Distribution Date: **_____**

Method of Distribution
□ Online
□ Mail
□ Handout
□ E-mail
□ Social media
□ Other **_____**

Mailing:
□ In-house □ Mail house (extra fees apply)

Print Quantity:_____

Audience

_____

_____

People Involved
Graphic Designer Name: _____

Printer Name:_____

People Who Need to Approve Project:

_____

_____

_____

Project Type
Printed
□ Brochure
□ Form
□ Flyer
□ Other **_____**

Electronic
□ Web page text - URL:
_____
□ E-mail
□ PDF (Writable: Yes __ No __)
□ Other **_____**

Advertisement
□ Print □ Online

Size
_____

Images Needed

_____

_____

_____

Additional Project Notes

_____

_____

_____

_____

_____

_____