



COLTON
REDLANDS
YUCAIPA

Colton-Redlands-Yucaipa Regional Occupational Program
Communications Department

Job # _____

Request for Promotional Materials

Name of Requestor _____ Date Received _____
 Class/Department _____ Budget # _____
 Number Requested _____ Quote Requested Yes No Date Needed _____
 Special Instructions _____

Please Note: Forward your requests to the Communications Dept. **through your department** for coordination and approval.

Allow enough time to design your project. Take into consideration current projects and other pending projects. Request fliers and computer backgrounds one week before needed. Larger projects will be put on a work schedule. Production of the Class Schedule will take priority.

When time-sensitive information needs to be released to the papers, allow **three weeks** to create a press release and meet the newspaper's deadline.

Remember that **copyrighted** material may not be used without prior written permission of the copyright owner.

Promotional Material Requested

<div style="display: flex; justify-content: space-between;"> <div style="background-color: black; color: white; padding: 2px 5px; font-weight: bold;">NEW</div> <div style="display: flex; gap: 20px;"> <input type="checkbox"/> Flier <input type="checkbox"/> Brochure <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Computer Background </div> </div> <p>Provide all content - subject, dates/times, location, contact person, contact number, etc.</p> <p><input type="checkbox"/> Exact Reprint - attach material</p> <p><input type="checkbox"/> Revised Reprint - attach material with noted changes</p>	<input type="checkbox"/> Press Release Provide event information, dates/times, location, contact person and contact number. Allow three weeks for time-sensitive content.
--	--

Coordination and Approval

Administrative/Business/CES Department _____ Date _____