

ASGCU Marketing Request Form

When submitting an ASGCU Marketing Request Form, please consider the following:

1. We understand event details change, but please provide as many details as possible when submitting your request.
2. **Theme and concept changes will not be accepted and a new Marketing Request Form will need to be submitted.**
3. It is important that designs are consistent. Therefore, ASGCU Marketing and the GCU Marketing Department **should not** work on marketing projects for the same event.
4. Requests must allow for a 4 week lead time minimum. **Requests submitted without enough lead time will be denied.**
5. Once you complete the form, please email your request to asgcumarketing@gcu.edu

Video Requests are to be submitted via Google Form:

https://docs.google.com/forms/d/e/1FAIpQLSebimvUtlY93u0iqyVel4k91ivr86ijudE_aSxMwLLkOC6BtQ/viewform

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Name:	
Email:	
Team/Organization:	

EVENT INFORMATION: If applicable, use this section to give details about the event you are requesting marketing services for.

Event Name:	
Event Date/Time/Location:	
Brief Description of Event:	

PROJECT INFORMATION: Use this section to give details about how you want your project to look; include any design or theme ideas if you have any, and include any text/information that you would like on the design (You may provide links to inspiration or attach the file to your email)

Project Name:	
Theme/Design/Ideas:	
Text to Display:	

SOCIAL MEDIA & URL INFORMATION: If your team/organization has social media accounts or links that you would like to be included in your project, please enter the URLs in the space provided (example: <https://www.facebook.com/associatedstudentsgcu>)

Facebook URL:	
Instagram handle:	
Twitter handle:	
Website URL:	
Other URL:	

TYPE OF MARKETING REQUEST: Check all that apply.

4 Week Lead Time		2 Week Lead Time
Poster (11 x 17 inches)	Chapel Slide	Photography Please specify what kind of photo coverage you are looking for in the comments (i.e. headshots, event)
Full-Page Flyer (8.5 x 11 inches)	Social Media Image	
Half-Page Flyer (5.5 x 8.5 inches)	Facebook Cover Photo	
Quarter Flyer (4.25 x 5.5 inches)	Logo/Graphic	
	Other (please specify in comments)	

LAUNCH/DELIVERY DATE: (This is the date that you will get the final product. You ***must*** submit your Marketing Request Form **4 weeks** ahead of the launch date. If you are able to submit your form earlier than 3 to 4 weeks, that is encouraged and appreciated).

*Please note that to be displayed at Chapel, the launch date must be the Wednesday before the Monday of

Launch/Delivery Date:	
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MORE INFORMATION/COMMENTS: If applicable, please add any other additional information or comments.