



THE PUBLISHING LABORATORY

Publication Work Request Form Date \_\_\_\_\_

Project requested (please mark all that apply and list applicable event/project details):

Book  Ad  Poster  Broadside  Press Release  Flyer  Other \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supply:

Finished digital file  Printed copies Quantity of each \_\_\_\_\_

Requested

by: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date submitted: \_\_\_\_\_ Project deadline: \_\_\_\_\_

Event date, time, and location (if applicable): \_\_\_\_\_

To request work on a project:

- 1. Complete this form.
- 2. Gather all available source materials, such as event details, author photo/book jacket, background information, and other relevant images, including hard-copy printouts of any digital materials to ensure that what we receive is what you meant to send. If any item of information is still lacking, please note on the form.
- 3. Submit the form and source materials on disk or e-mail, to the Lab staff via Beth Staples. (It doesn't hurt to send a brief e-mail too, to let us know the project is coming.)
- 4. You will be asked to review, sign, and return a proof copy with ample time before final production.