

PROJECT REQUEST FORM

Print, Web or Digital Publications

Project Requirements

- Completed form with budget/P.O. numbers and supervisor approval
- All project components — text, photos, artwork
- Project timetable agreed with Office of Advancement — **no project can be guaranteed owing to deadline requirements of existing work in queue**

1. Project Initiator

Name: _____ Phone: _____

Date: _____ Location: ☐ Pudong ☐ Puxi

☐ Elementary School ☐ Middle School ☐ High School ☐ Department: _____

2. Project Sponsor/Overseer

Name: _____ Phone: _____

3. Budget #: _____ Purchase Order #: _____

4. Principal/Supervisor Approval: _____

5. Project Information (one project per request form)

| Title and Description | Quantity | Delivery Date* |
|--|----------|----------------|
| Place High School, Pudong Campus documents into a similar template to the Puxi Campus course description booklet. Substitutes Pudong pictures appropriately | | |

* Date project must be "in your hands." Production schedule works backward from this date.

6. Audience

- ☐ Pudong ☐ Puxi
- ☐ Elementary School ☐ Middle School ☐ High School
- ☐ School-wide ☐ Community ☐ Other: _____

7. Project Content Providers (text, photos, artwork)

| Name(s) | Content | Phone |
|---------|---------|-------|
| | | |
| | | |
| | | |