

Project Request Form

The Office of University Communications and Marketing will assist with the development of communications materials in a variety of different mediums, from posters and catalogues, to websites and videos.

In order to produce the most attractive and cost-effective products possible, UCM must receive requests for services in a timely manner. The following chart indicates the approximate amount of time needed for certain publications.

Time Frames for Publications

Advertisements

2 weeks

Banners

1-2 weeks

Brochures

2-4 weeks

Business cards

Project Request Form

1-2 weeks

Flyers

2 weeks

Invitations

2-4 weeks

Magazines

6-8 weeks

Newsletters

3-4 weeks

Programs

2-6 weeks

Web pages

4-6 weeks

Stationery

1-2

[Click here for the UCM Project Request Form.](#)