**WORK ORDER FOR MARKETING MATERIALS & PUBLICATIONS**

**Please fill out this entire document. Once filled out, please send to Kayla McElligott at** [**kmcelligott@cprdnewberg.org**](mailto:kmcelligott@cprdnewberg.org) **AND Kat Ricker at** [**kricker@cprdnewberg.org**](mailto:kricker@cprdnewberg.org) **. Any questions or concerns, please email, text, or call Kayla (971.325.5853).**

**CPRD document for internal use only.**

**Work order must be submitted *3 weeks prior* to project deadline. No exceptions.**

**Please limit yourself to a maximum of *two sets* of revisions.**

**Date submitted \_\_\_\_\_\_\_\_\_\_\_\_**

**Project deadline (release date) \_\_\_\_\_\_\_\_\_\_\_\_**

**Work request from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(name, department, position)

**Title of project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Activity guide, flyer, business card, presentation, etc.)

**Project final format (printed, online, or both) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Printed format** (Booklet, 85.x11, 11x17, half sheet, quarter sheet, custom, etc.)

**Online/digital format** (Aquatic Center lobby screen, hallway or both, Senior Center, website banner, Facebook, Instagram, etc.)

***Information to be included in materials.* Please copy & paste below (text, links, etc.), or email back with appropriately attached documents that can be highlighted and copied over *digitally*. Paper documents, locked digital/scanned documents, and forwarded emails for receiving information will not be accepted:**

**Additional Notes (if needed):**