

OUR Helpdesk Fillable PDF Form 2021

<p><b>1. Please indicate the nature of communications assistance you require.</b></p> <p>Event Promotion</p> <p>Internal notice or announcement</p> <p>External (media) announcement</p> <p>Advertising</p> <p>Marketing of project/initiative</p> <p>Video Recording/Streaming</p> <p>Photography</p> <p>Permission to use UB logo(s)</p> <p>Website updates, amendments, uploads</p> <p>Electronic publication (brochure, booklet)</p>
<p><b>2. Bearing in mind that there is a three-week deadline for routine service provision, indicate the date by which you would like to receive your completed request, if applicable.</b></p>
<p><b>3. If the request relates to an event, please indicate the date of the event.</b></p>
<p><b>4. If you require graphics design, click on the items below. Graphic design requests should be made at least three weeks in advance of the time you wish to begin promoting your event and save the date requests should be made at least two months in advance of when you wish to share the save the date.</b></p> <p>Save the date</p> <p>E-Flyer</p> <p>Evite</p> <p>E-programme</p> <p>Certificate</p> <p>Collateral <b>If selected, please attach a separate sheet stating the nature of this request and outlining the specifics.</b></p>
<p><b>5. Please provide all the details for your graphic design needs if applicable (e.g. date(s), speaker(s), virtual connection information, directions, instructions, relevant project/initiative details etc.).</b></p>

**6. Before submitting your form, please ensure that you have included all the items/ details outlined in this form. All fields below will need to be selected in order for your request to be processed.**

Provided all the relevant information relating to your request.

Completed all required fields in this form

Received the requisite signatures

Signature:

**The signature of a Chair, Dean, VP, Director or Executive Director is needed to ensure that your request is processed.**

Please save the completed form using the following format:

Save as: Name of Request | Name of Person Requesting Services | Date of Request

Example: ChristmasTreeLightingJaneDoe1October2021.pdf