

Communications Support Request

To expedite College of Architecture projects requiring assistance from the Communications group, please complete this document and return to *Denisse McCoy in the Dean's office.* (dmccoy@arch.tamu.edu) Requests will be reviewed through the Dean's office before a Communications group team member contacts you. All communications targeting external constituent audiences must be reviewed by the College team.

Person Requesting	Date of Request	Account for materials used
Contact Phone #	Date Needed	Contact email address
Approval -Department Head or Unit Director	Date Signed	Additional Contact (if applicable)

Type of Assistance Requested

Administrative	Consultation	Multimedia
<input type="checkbox"/> Archive search	<input type="checkbox"/> Publication Planning	<input type="checkbox"/> Powerpoint presentation
<input type="checkbox"/> Facilitate media visit	<input type="checkbox"/> Media relations	<input type="checkbox"/> Posters
<input type="checkbox"/> Facilitate media queries	<input type="checkbox"/> Design Review	<input type="checkbox"/> Photography
<input type="checkbox"/> Ad placement	<input type="checkbox"/> Event promotions planning	<input type="checkbox"/> Videography
<input type="checkbox"/> Photo database search	<input type="checkbox"/> Other	<input type="checkbox"/> Slides for Kiosks

Additional Information on requested services:

Official Use	Forwarded	Date
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