



MISCELLANEOUS REQUEST

Complete the following to request any miscellaneous items or graphics that do not have a dedicated form. Send your completed form and any previous versions or examples to univrel@gsw.edu.

FOR UNIVERSITY RELATIONS USE ONLY

Date Received	Date Completed
Revisions/Drafts	Time Spent

Contact Information

Name:

Email:

Department:

Project Specifications

What are you requesting?

Is this a print or digital project?:

Dimensions: *Include project dimensions in inches or pixels (Ex: 4" tall; 800px x 800px) and any other information available. If you are unsure of the dimensions needed, please provide as much detail as possible about your project in the section below.*

Project description & content: *Please provide as much detail as possible and all necessary content.*