



OIA / AUXILIARY SERVICES REQUEST FORM

Project Name: _____

Today's Date: _____ Requested By Date: _____

Services Requested (please check all that apply):

- Graphic Design/Design Review Marketing/Promotion Fundraising Support
(see also, Fundraising Request Form)

Services will support a/an (please check all that apply):

- Event Program or Course Other _____

Event Date or Program/Activity Start Date: _____

Program/Activity End Date: _____

Deliverables:

- | | |
|--|--|
| <input type="checkbox"/> Flyer or poster | <input type="checkbox"/> Brochure, 2-3 panel 11x8.5, 14x8.5 |
| <input type="checkbox"/> Event program | <input type="checkbox"/> Press Release |
| <input type="checkbox"/> Advertising, print media | <input type="checkbox"/> Article for publication |
| <input type="checkbox"/> Social Media postings for event or other promotion (FB, Instagram, Twitter) | <input type="checkbox"/> Photography for an event, personnel, or press release |
| <input type="checkbox"/> Banner, cloth or plastic | <input type="checkbox"/> Web page creation or edit |
| <input type="checkbox"/> Brochure writing/editing | <input type="checkbox"/> Other: _____ |

Notes/Details/Description (please share other information to help us understand your project):

Requester Name: _____ Department: _____

Email: _____ Telephone: _____

Budget codes: _____

Fund – PG – Activity – Object – Budget Center (or whatever this is supposed to be)

Approved by: Budget Center Manager Name: _____

Signature: _____ Date: _____

Submit completed form to the Office of Institutional Advancement (OIA), Room 1531, or nvcadvance@napavalley.edu. Please call 707-256-7110 for questions or to discuss your project.