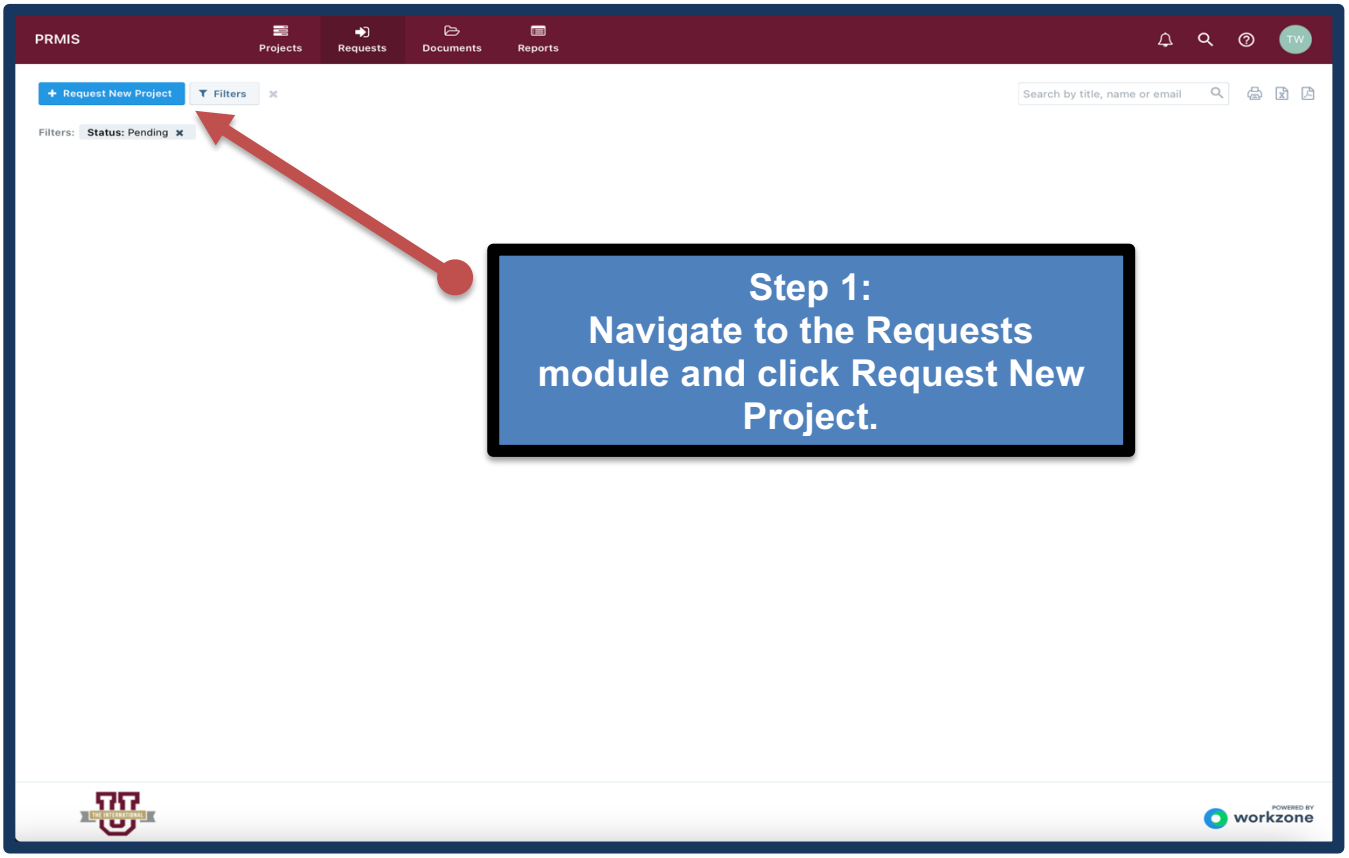
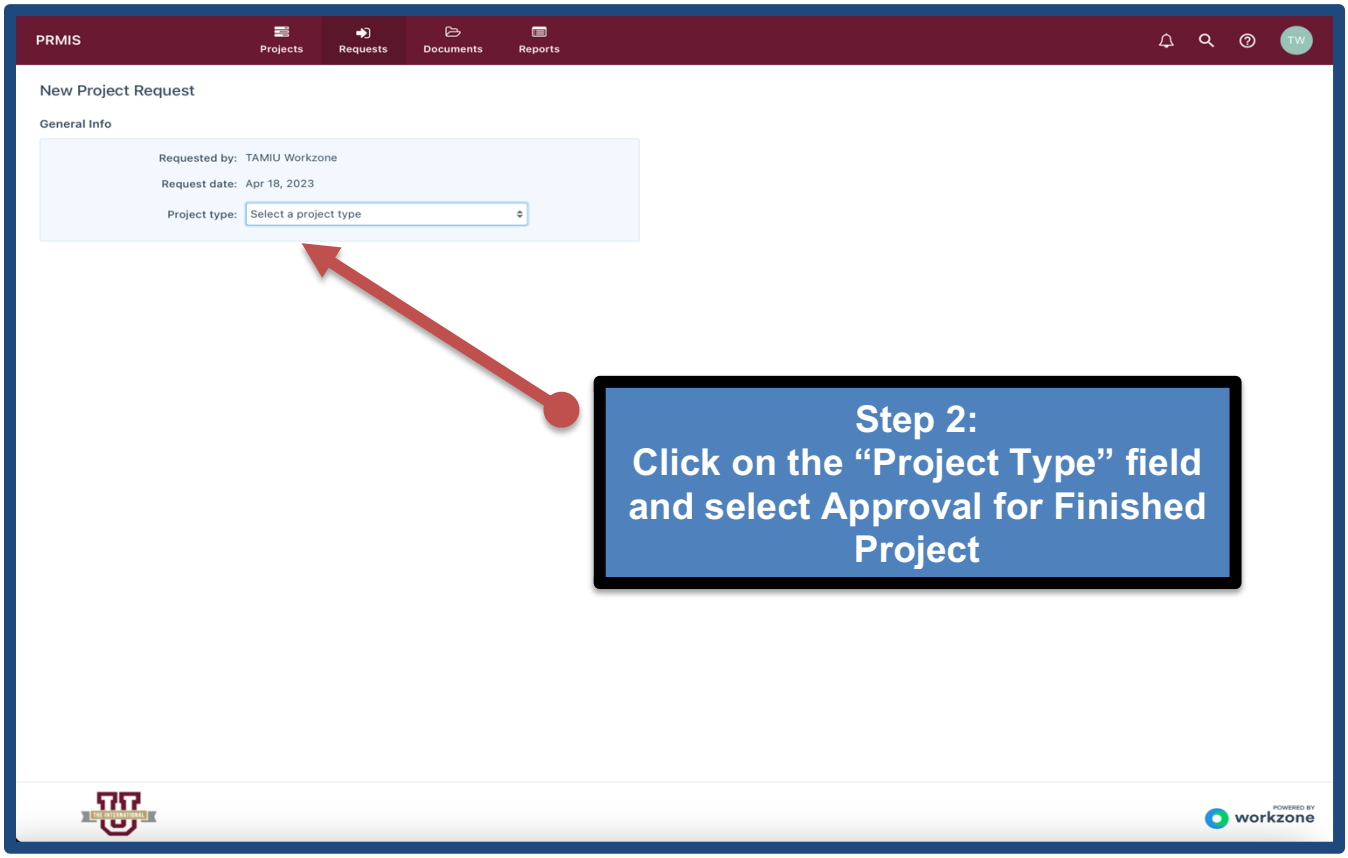
# Approval for Finished Project Request



**Step 3:**
**Completer the Project Form & Submit**

# New Project Request

## General Info

Requested by: TAMIU Workzone

Request date: Apr 18, 2023

## Project Info

**Note:**
**Only Submit Finished Designs**
**Please allow 4 business days for your project to be approved.**

*You are welcome to provide a finished design to be reviewed for accuracy, but the final design layout must reflect the branding standards and guidelines determined by the award-winning Office of Public Relations, Marketing and Information Services as directed by the Office of the President.*

*Projects not designed by PRMIS and not in adherence to these same branding standards and guidelines will be rejected and will not move to production.*

*You can request approval for the following: Flyer/Poster, Banners, Print Advertising, Promotional Items, T-Shirts, Posters, Postcards and Event Programs, among others. Please note that approval on your request will not begin until ALL materials and information are received. Your project must be sized correctly to fit the paper/media of your choosing. No production or print can occur without written approval.*

*Please complete all fields below, so that we may better address your request.*
*Requestor is responsible for securing and paying for printing services, in accordance with applicable. TAMIU Purchasing Office procedures and standards.*

Project title (for referencing project) *

Logo (TEST)

*When do you need this? **

04/24/2023 *Minimum lead time for this type of project is 4 working days.*

*Requestor's Name **

Workzone Team

*Requestor's Phone **

2180

*Requestor's Email **

*Please use TAMIU email addresses only. Other email addresses will not be processed by WorkZone.*

workzone@tamiu.edu

*Please indicate what this Artwork will be used for. **

- [x] *Publication*
- [ ] *Web or social media*
- [ ] *Temporary Digital or Display Signage*
- [ ] *Banners*
- [ ] *Promotional Items (Lanyards, Mugs, Pens, etc.)*
- [ ] *T-Shirts*
- [ ] *Event Publications (Posters, Postcards, Programs)*
- [ ] *Artwork*
- [ ] *Resize*

*Please specify your project's size to the best of your ability **

*Letter (8.5 x 11), Trabloid (11 x 17), Sandwich board (24 x 36) or Custom Size*

300*300

*Please indicate your target audience **

- ( ) *Students*
- ( ) *Potential Students*
- ( ) *University Community*
- ( ) *Internal Audience*
- ( ) *Specific Audience*
- ( ) *Community at Large*
- ( ) *Local*
- ( ) *Out-of-town*
- ( ) *External Audience*

*Is this to be produced internally or with an external vendor? **

*If your project will be printed in-house, kindly plan ahead and communicate with TAMIU Print Services to ensure that your project's needs are anticipated, and their production schedule can accommodate your project in a timely manner.*

- [x] *Internal*
- [ ] *External*

*Have you contacted Purchasing regarding a Purchase Order for this? **

- (x) *Yes*
- ( ) *No*

*Are you submitting a finished and correctly sized design? **

(X) Yes ( ) No

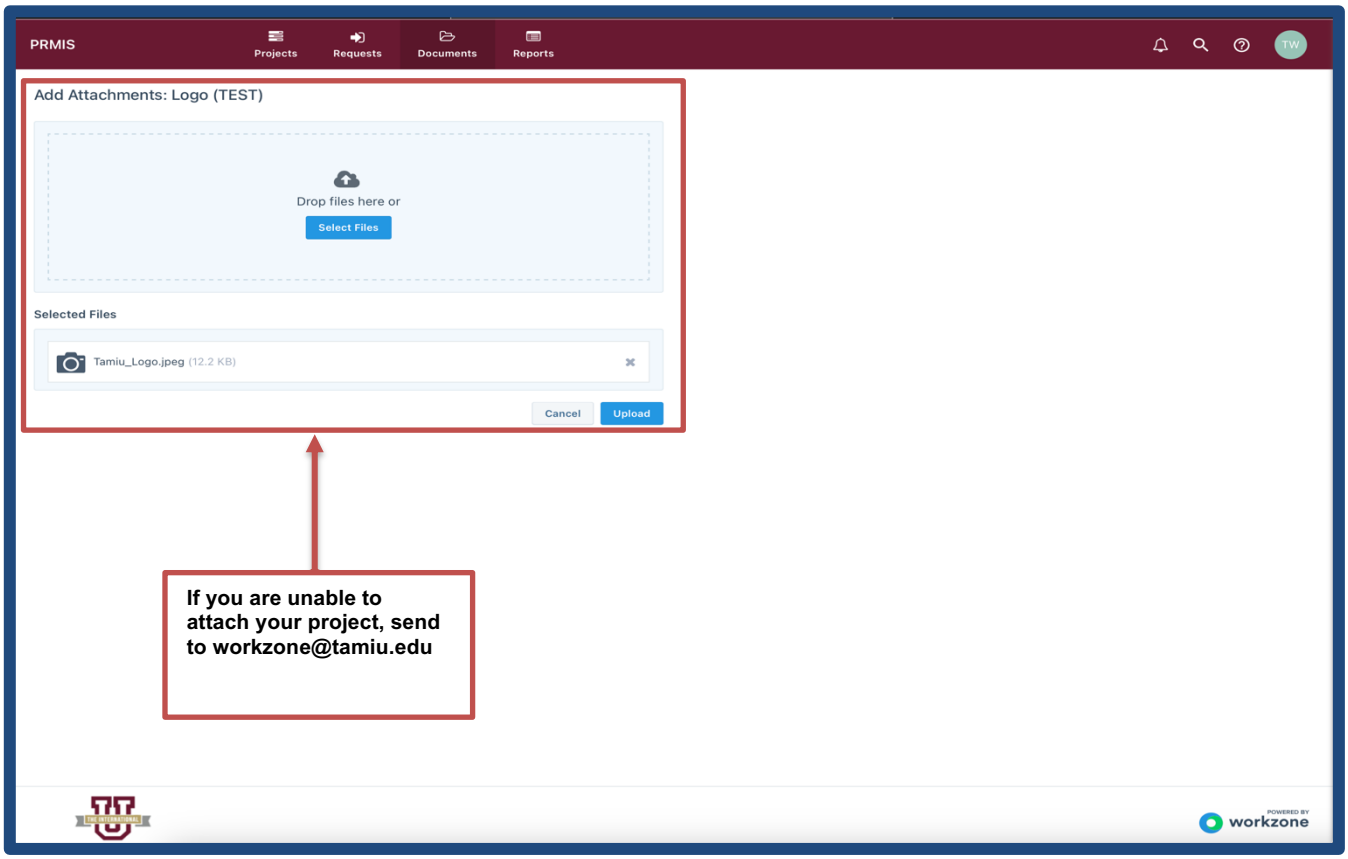
Please provide us with any additional information for this project.

## File Attachments

[X] I have files to upload with this project request

*(you'll upload your files on the next screen after clicking "Submit Project Request")*

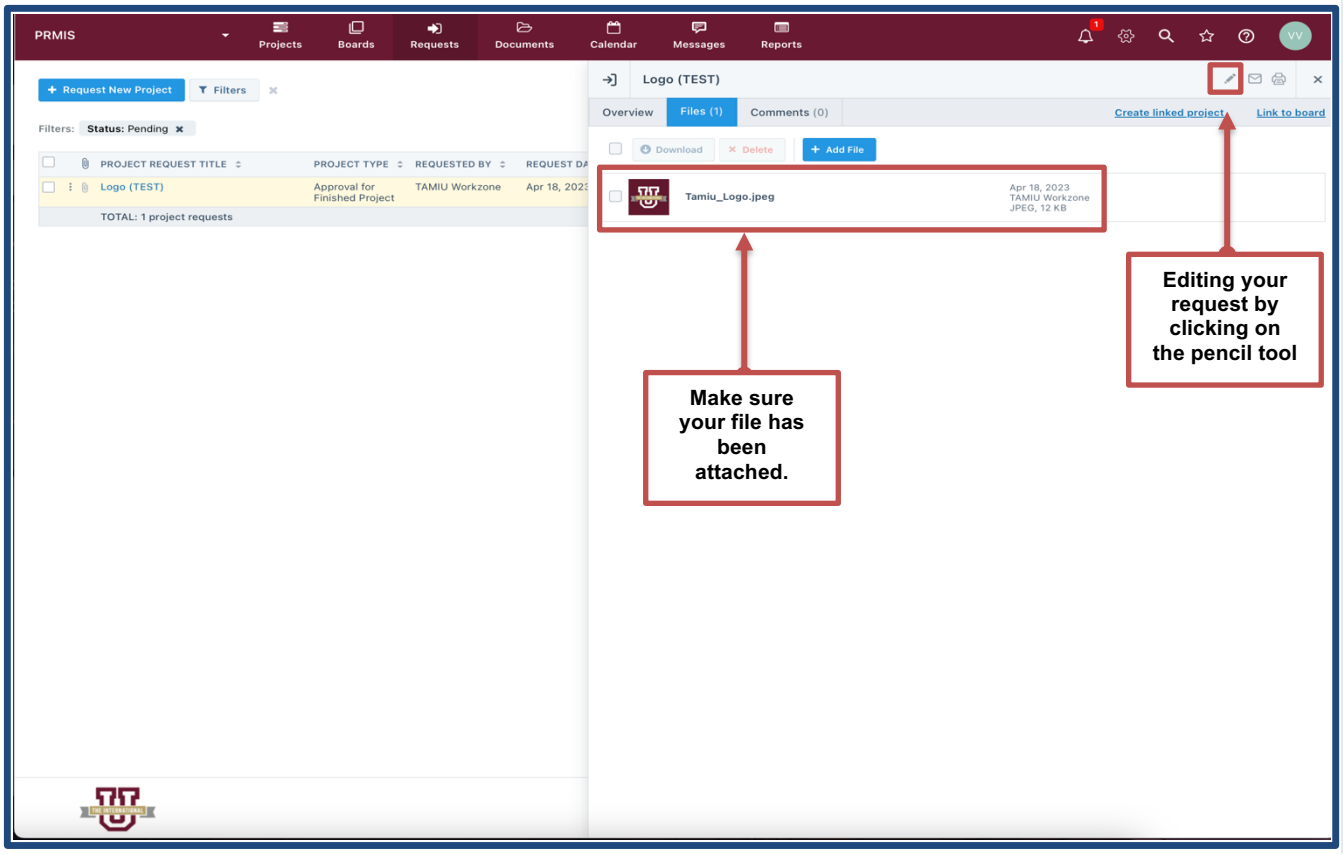
Cancel | Submit Project Request



## (Optional) Step 4:
## Review & Editing your Request.

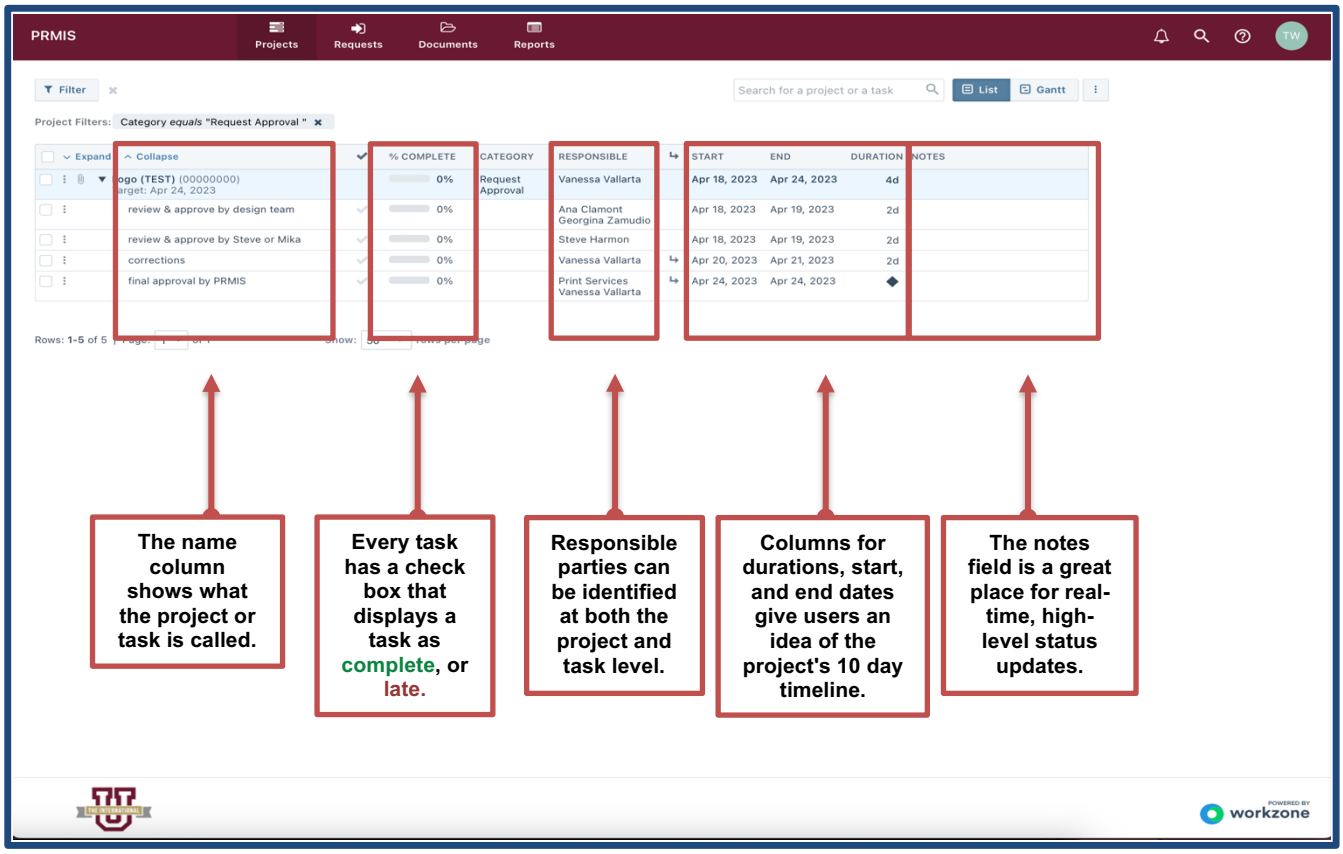
**The request will now appear in the Request Dashboard. All the requests information can be viewed by clicking on its name.**

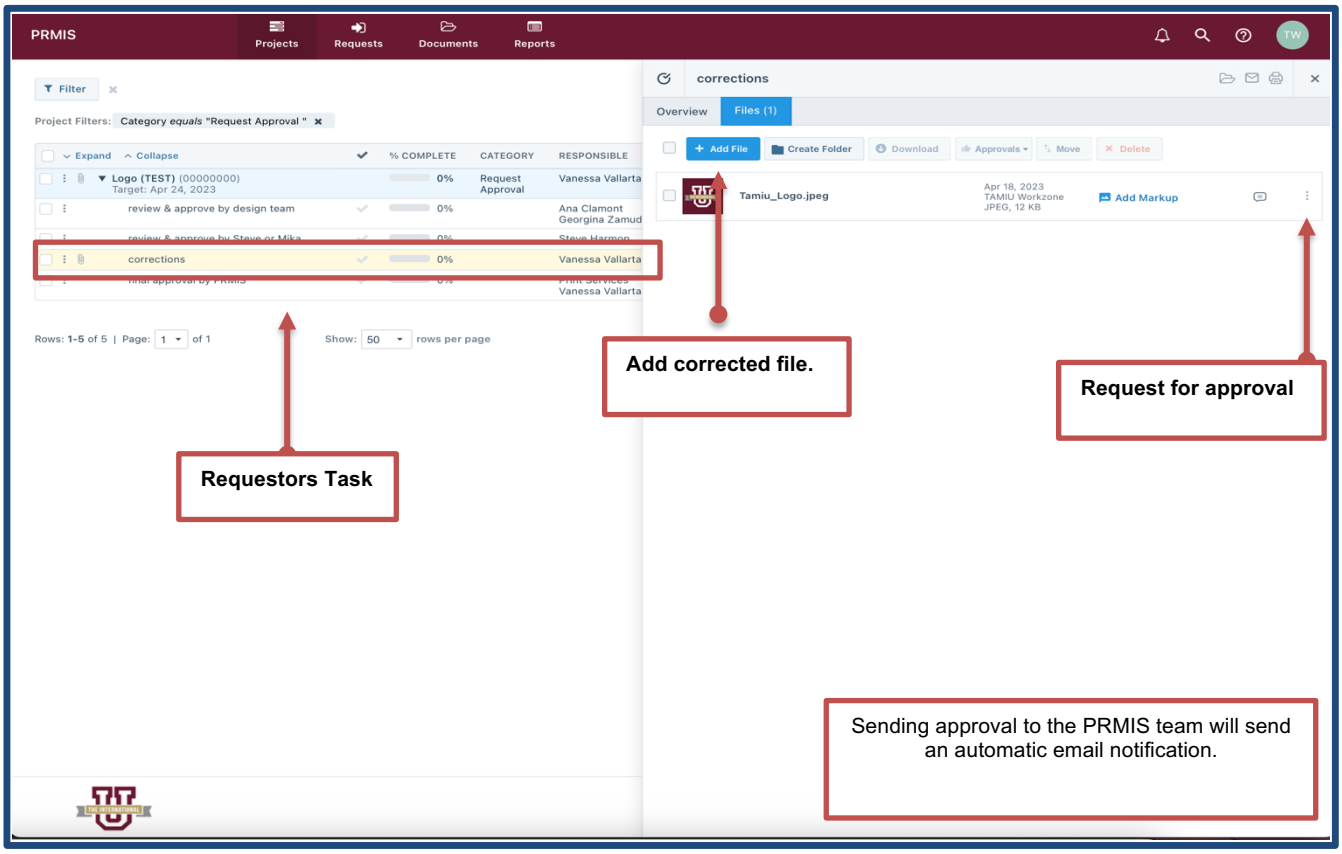
- **In the overview tab of the request details tray, you'll see all details provided by the requestor.**
- **Over in the files tab, you'll find any attached documents.**
- **The comments tab contains a thread where team members and requesters can discuss the request prior to taking next steps.**



# Keeping Track of your Project

## Navigate to the Projects module to view a summary of your project's timeline.




# Corrections