*Please email completed Publications Request form to Ann Townsell, Director of Publications –* [*atownsell@frostburg.edu*](mailto:atownsell@frostburg.edu)

**JOB TITLE:**  XXX

**REQUESTED BY:** XXX

**SPONSORING OFFICE OR DEPARTMENT:** XXX

**TODAY’S DATE:**  XXX

**BUDGET TO CHARGE:** XXX

**LIST NUMBER OF PIECES IN REQUEST:** XXX

**QUANTITY OF EACH:** XXX

**EMAIL VERSION NEEDED BY:** XXX

**PROOF DUE DATE:** XXX

**COMPLETION DATE:** XXX

**INFO FOR EACH PIECE** (Please cut & paste this part if you have multiple pieces)

Name of Piece: XXX

Day/Date of Event: XXX

Time: XXX

Location: XXX

Sponsored by: XXX

RSVP date/info: XXX

Text to include: XXX

Size: XXX  
Description & Special instructions: XXX

Please allow 4-6 weeks for completion of job, beginning with the receipt of ALL necessary components.

More complex jobs will require more time. To avoid confusion, please submit all finalized information in a single email.

If you need help with the text, please have Media Relations help you with this before submitting your request.