Communications Office – Checklist

Jeff Clark - 2023-01-17 - COMMUNICATIONS

Communications Office – Checklist

When putting in requests for events, please include **ALL** of the related jobs for that event before entering a ticket.

Instructions

- If you send in additional requests after Creative Services starts on the first job, we need to input separate requests and the materials are not guaranteed to get to you by your deadline.
- FAU Creative Services will limit the number of edits on each job and will require new jobs to be open if you ask for repeated edits. We encourage staff to finalize the text/images before requesting work.
- **Please contact ComCommunications with questions before inputting the ticket.**
- ***Provide a word doc with final content & separate jpeg/jpg files. Use Flickr for pictures.**

- ***Save the date: electronic only**
  - Provide excel list with recipient information
- ***Invites: paper and/or electronic.**
  - Provide excel list with recipient information
  - Envelopes – bulk first-class or non-profit?
  - Workday TAG
- ***Social media post**
  - Provide a 140 *character* description & 1-2 pictures
  - Date to be posted
- ***Web banner**
- ***Programs**
  - Size & Quantity
  - Need-by date
  - Workday TAG
- ***Posters**
  - Size & Quantity
  - Mounted on foam core?
  - Need by date
  - Workday TAG
- ***Vinyl banners**
  - Size & Quantity
  - Need by date
  - Workday TAG
- **Name badges**
  - See template
- **Sponsor logos/co-branding**
  - Approval needed from FAU Trademark/Licensing to print sponsor information
- **Photographer**
  - Date, Time & Place
  - Workday TAG
  - Number of hours (2 hr. minimum)
- **Videographer**
  - Date, Time & Place
  - Workday TAG
  - Number of hours
  - Purpose: Highlight video (30 seconds/3 minutes) or entire event?
- **Promo items**
  - Trademarked vendors are maintained on FAU's Creative Services website

- Unit works directly with vendor to purchase items