



# Request for Services

Office of Communication Services

Form 294 v. 01/2006

Job # \_\_\_\_\_

PIO Specialist \_\_\_\_\_

Preliminary job status (initial)

\_\_\_\_\_ accept

\_\_\_\_\_ accept with modifications

\_\_\_\_\_ decline

Date Completed \_\_\_\_\_

Output Type \_\_\_\_\_

Description / title \_\_\_\_\_

Requestor (contact) \_\_\_\_\_

CTAHR unit \_\_\_\_\_ Project number \_\_\_\_\_

Phone number \_\_\_\_\_ E-mail \_\_\_\_\_

*Please do not use this form* to order CES envelopes or copies of publications. Send these requests by e-mail to ctahrpub@hawaii.edu.

## Service requested

- publication processing (attach manuscript, send digital file)
- graphic design (attach concept example or description)
- video services (attach Form 294V)
- Web development (describe)
- event coordination (describe)
- program support material (describe; attach copy, file)
- media relations support (press release, public service announcement, etc.)
- editing (attach copy or send file)
- newsletter assistance (describe)
- duplicating / printing assistance (describe)
- other (describe)

Pre-request consultation with PIO:

date \_\_\_\_\_ with \_\_\_\_\_

Do you have funds to support this work?

yes  no  not applicable

Funding source / account code \_\_\_\_\_

Amount available \$ \_\_\_\_\_

Authorized signer for account \_\_\_\_\_

Other funding sources \_\_\_\_\_

Date desired, reason \_\_\_\_\_

## Publication information

Manuscript has been reviewed by \_\_\_\_\_

(For most extension publications, it is recommended that authors seek review by at least two CTAHR colleagues, one with county-level extension responsibilities. Additional review by experts in the subject domain from outside the college is desirable.)

Color is required  (send slide, prints, digital files) Publication is anticipated to be  free  for sale

Do not post publication on Web site  (PIO posts most publications, other than lengthy books, before print distribution.)

Publication subject category (existing or proposed) \_\_\_\_\_

Number of copies to be delivered to author(s) \_\_\_\_\_

There is a distribution list for this publication  (describe / provide)

Suggested number of copies for CTAHR inventory to meet expected demand over a 2-year period \_\_\_\_\_

(expected demand = use by other faculty, requests from public and client groups, distribution at special events, etc.)

## Comments, details:

## PIO use

Title as published \_\_\_\_\_

Pub. code \_\_\_\_\_ No. pages \_\_\_\_\_ Quantity printed \_\_\_\_\_ Printing cost \_\_\_\_\_

Date completed \_\_\_\_\_ Printer \_\_\_\_\_