

**UNT Libraries Promotion Request // Creative Brief**  
**Email completed form to [external.relations@unt.edu](mailto:external.relations@unt.edu)**  
**with a subject line of "Project Request: (insert project title)"**



*Project requests are subject to approval. Submission of a form does not guarantee intake of request by External Relations. Please see "Project Lead Times" on our [webpage](#) when requesting deadlines. Lack of required notice may result in project denial. A response will be sent within 1 business day with approval or denial, or a request for more information or a request for a meeting to discuss. Your project will be considered accepted when you receive a response and considered in-progress when a Basecamp project is opened. Submission of this form indicates acknowledgement and acceptance of these terms.*



**Client Information**

**Project Timeline**

**Project Description**

For events, please include event title, date, time, location, partnerships (if any) and a short description.

**Digital Standard** (1 week delivery)

Includes:

- Library Website Banners
- Library Building HDTV Ads
- UNT Union HDTV Ads

**Print Standard** (4 weeks delivery)

- Poster (Max of 25)
- Lawn Sign (Max of 10)
- Flyer (Max of 50)
- Handout (Max of 200)

**Custom Request**

**Digital Extras**

- Digital Flyer (for email delivery)
- Facebook Cover Photo
- Facebook Event Cover Photo
- Thumbnail Graphic
- Exhibit Banner
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**Print Extras** (with department approval)

- Postcard
- Certificate
- Mounted Sign
- Rack Card
- Brochure
- Pop-up Banner
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**EXTR Office Use Only**

Div: \_\_\_\_\_ Date of Intake: \_\_\_\_\_ Designer: \_\_\_\_\_ Time: \_\_\_\_\_ Cost: \_\_\_\_\_