

**OLLI Communications Committee**  
**Communications Assistance Request Form**

Sponsoring Committee or Individual: \_\_\_\_\_

Project Name: \_\_\_\_\_

You have the greatest understanding of what is needed and the details about how best to complete the project. Assistance from the Communications Committee will be provided as long as you are willing to stay actively engaged in the marketing process. This is essential to the project's successful completion.

Please fill out this form in as much detail as possible. Use the back of this page or attach additional pages if necessary. If you would like to discuss any aspect of this project before completing the form, please contact David Langdon by email: [dblollunca@gmail.com](mailto:dblollunca@gmail.com) Place the completed form in the Communications Committee mailbox in the Reuter Center office.

1. Explain the project or program in as much detail as possible.
  
  
  
  
  
  
  
  
  
  
2. What publicity or marketing elements do you think you will need to assure the success of the project? (media ads, website placement, posters, etc.)
  
  
  
  
  
  
  
  
  
  
3. Who do you believe is your target audience?
  
  
  
  
  
  
  
  
  
  
4. What is your timetable for publicizing the project or program?
  
  
  
  
  
  
  
  
  
  
5. What is your budget for the publicity/marketing?
  
  
  
  
  
  
  
  
  
  
6. Who will be working with the Communications Committee on this effort? (List all names, telephone numbers, and email addresses.)
  
  
  
  
  
  
  
  
  
  
7. Who will be the contact person from your committee?

Primary Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_