



OHIO

UNIVERSITY

College of Osteopathic Medicine

COMMUNICATION SERVICES Project Initiation Form

Date _____ Project _____

Client _____ Department _____

Office Phone _____ Office Location _____

Project Description _____

Quantity needed _____ Deadline for delivery _____ This project is grant related

Print/Web

- This project will be printed
- Xeroxed by Central Services
- Prepared as an electronic file

Special instructions

Delivery Instructions

Materials needed for project:

- Final text* attached
 need assistance
- _____

- Photography attached
 need assistance
- _____

- Illustrations/
figures or attached
graphs. need assistance
- _____

Photo

- Prepared as an electronic file
- CD/DVD

Special instructions

Delivery Instructions

Multimedia

- Prepared as an electronic file
- Web
- CD/DVD

Special instructions

Delivery Instructions

Materials needed for project:

- Final text* attached
 need assistance
- _____

- Photography attached
 need assistance
- _____

- Illustrations attached
 need assistance
- _____

*OU-COM policy requires that your text must first be submitted for review by Office of Communication editorial staff.