

# Communications request form

Please use this form to make a new request to Communications. To follow up on a request you've already made, please [email Comms](#).

Please note, most items require 3 – 4 weeks for completion. Please leave yourself enough time for promotion. For example, if you need your promotional materials three weeks before the event, you'll need to submit a request to Comms six weeks before the event.

Your name

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Your email

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? Is this is a rush job?

Please submit your request. We'll contact you to discuss the timeline and whether we have the capacity to complete the request.

**What do you need from Comms? Please check all that apply:**

Print

- ? Bookmark
- ? Brochure
- ? Buttons
- ? Digital resource – new signage & cards
- ? Digital resource – reprint cards
- ? Kit or related components
- ? Merch (new or re-order)
- ? Poster 8.5x11
- ? Poster 11x17
- ? Sandwich board
- ? Signage
- ? Stickers
- ? Other...

Enter other...

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Online

- ? Drupal calendar event – create new
- ? Drupal calendar event – update
- ? News inclusion

- ? Image for Drupal event or social media
- ? Social media post
- ? Website news item (nvcl.ca/news)
- ? Website page or form (creation or update)
- ? Booklist creation or update
- ? Other...

Enter other...

When do you need this?

Please provide link to event in calendar (if applicable)

Please provide text (e.g., event title, item description, news blurb, etc.)

Target audience (if applicable)

Any other details or notes for Comms?

Upload an image or images (if applicable)

Choose

a  
file

Upload

Unlimited number of files can be uploaded to this field.

4 GB limit.

Allowed types: gif jpg jpeg png.

Upload a document (if applicable)

Choose

a  
file

Upload

Unlimited number of files can be uploaded to this field.

4 GB limit.

Allowed types: txt rtf pdf doc docx odt ppt pptx odp xls xlsx ods.

Upload video file (if applicable)

Choose

a  
file

Upload

One file only.

4 GB limit.

Allowed types: avi mov mp4 ogg wav webm.

Any other details or complications that are not captured by this form?