



Marketing Department

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Marketing Assistance Request Form



Cañada College Marketing Assistance Request Form

This form is for employees only. For student requests, please view the [Posting Guidelines](#).

The Cañada College Marketing & Outreach Department provides an array of editorial, graphics, web and general marketing and media services on behalf of the College.

To request assistance, please complete the form below and provide detailed information to understand the scope of the project and set a realistic timeline. Please note that ASAP is not an acceptable timeline for completion.

Your division administrator will be prompted for approval of the request before Marketing begins work on it.

Name*

<input type="text"/>	<input type="text"/>
First Name	Last Name

Email*

Confirm Email*

Phone Number*

Division*

- ☐ Office of the President
- ☐ Office of Instruction
- ☐ Office of Student Services
- ☐ Office of Administrative Services
- ☐ Academic Support and Learning Technologies Division
- ☐ Counseling Division
- ☐ Business, Design, and Workforce Division
- ☐ Enrollment Services and Support Programs
- ☐ Humanities and Social Sciences Division
- ☐ Kinesiology, Athletics and Dance
- ☐ Science and Technology Division

A copy of this request will be sent to the division administrator for approval


Service being requested*

- ☐ Training
- ☐ Graphic Design (brochures, flyers, digital ads, etc.)
- ☐ Web (requesting access, training, content updates, site redesign, forms, etc.)
- ☐ Catalog Update
- ☐ Material Proof & Approval
- ☐ Special Event Support
- ☐ Communications Assistance (employee & student email distribution, weekly update, What's Happening at Cañada, blog, etc.)
- ☐ Other

Please provide a detailed description of the project you need assistance with.*

If you are asking for a specific webpage or site to be updated, please include the url of the site.

Attachments


Drag and drop here or [Browse files](#)
Max file size: 30 MB

Max file size: 30 MB. If you have additional files, email them to canmarketing@smccd.edu

Your Request Deadline

MMMM DD, YYYY

I would like to set up a time to speak with someone from the Marketing Department about this request:*

- ☐ Yes
- ☐ No

If you are holding an event related to this request, did you complete the contract and insurance process?

- ☐ Yes
- ☐ No

Submit Form

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Cañada College
4200 Farm Hill Blvd.
Redwood City, CA 94061

