



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*

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.*

0/500

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

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

Institutional Review Process of Materials and Website:

College materials need to be vetted through the Marketing and Outreach Department for approval and/or redesign through the marketing request form. Materials include, but are not limited to:

- brochures
- posters
- flyers
- video
- web design work
- instructional material (Schedules, Catalogs, course ads, and all Division and Department promotional material)

Student Resources

Academic Calendar
Canvas
Catalog / Schedule
Financial Aid Eligibility
Library / Bookstore
Student Email
WebSchedule / WebSmart

Security

Clergy Act
Emergency Information
Privacy Policy
Report Concerning Behavior (CARES Report)
Sexual Harassment (Title IX)
Website Accessibility

Campus Information

Accreditation
A-Z Site Index
Campus Map
Consumer Information
Employee Directory
Search
Student Outcomes

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