

Corporate Communications Request



Request/Format	Tick Applicable
Requestor Details	
Requestor:	
Department:	
Grade/Job Title:	
Contact Details:	

Please provide an overview of your request/key dates of campaign (start/finish), target audience:

In order to facilitate your request as efficiently as possible, please provide the following:

Request	Applicable/Not Applicable
Content - word document with required text	
Imagery – images/photos for use in campaign Note: Please ensure that you have consent to use photographs	
Tags # - Associations, Advocacy Groups, Colleges, Individuals Desired reach/target audience	
Additional comments/information:	

To submit your request, please email this form to communications@rotunda.ie or in person to the Communications Department, Room 50, School of Midwifery and Nursing

Corporate Communications Request



Social Media Instagram Facebook LinkedIn Twitter YouTube	
Event Support Eventbrite	
Graphic Design – Leaflets, Posters, Printing etc. What is your budget/cost centre for printing?	
Videography	
Website Update	

Signed: _____ Date: _____

To be completed by Communications Department	
Reviewed by :	
Date:	
Confirmation:	
Action/Comments:	

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