



PUBLISHING REQUEST FORM

Please review the Canterbury Communication and Publication Guidelines before filling out this form.

Project _____ Today's date _____

Contact person _____ E-mail _____ Phone _____

Suggested project timelines

Canterbury Parent Association Event Materials four weeks

Fine Arts Programs two weeks

Admissions/Development/Alumni Materials three weeks

Please note that sending a project to a professional printer or mailing a project increases the time necessary.

Date project is to be completed _____ Date all final project content was submitted to publications _____

Will you be printing the project or will it require professional printing? _____

Will the project be mailed? If so, will it be sent bulk or metered? * _____

* If the project is to be prepared for bulk mail by Suzanne McKinnon in the High School office, please alert Suzanne as soon as possible and allow at least one week between the date the project is to be completed and the date it is to be mailed. Bulk mail offers significant postage savings for mailings greater than 200 pieces.

If the project is to be sent by metered mail from the Middle School, please alert Cheryl Berger in the Middle School office as soon as possible and allow at least one week between the date the project is to be completed and the date it is to be mailed. Please tell Cheryl when you will be available to run the project through the meter.

Please request labels from Barbara Armstrong two weeks before they are needed.

Project content

Please provide complete text for the project in the body of an e-mail, in a Microsoft Word attachment or on disc. There should be no formatting in your document – no tabs, no bold, no italics, no columns, no tables, no special line breaks. Please provide any necessary artwork in JPG or TIFF format on disc or via e-mail.

Project specifications

Print quantity _____ Dimensions _____

Paper style and color _____

Helpful contacts

Julianne Will, 436-8786, Ext. 2030, jwill@canterburyschool.org

Jan Antalis, 407-3553, Ext. 2036, jantalis@canterburyschool.org

Barbara Armstrong, 436-8786, Ext. 2032, barmstrong@canterburyschool.org

(EC/LS) Tammy Baumgartner, 432-7776, Ext. 2003, tbaumgartner@canterburyschool.org

(MS) Cheryl Berger, 436-7721, Ext. 2008, cberger@canterburyschool.org

(HS) Suzanne McKinnon, 436-0746, Ext. 3001, smckinnon@canterburyschool.org