

OCCC MARKETING & PR

Project Request Guide & Best Practices

2025-2026

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Print Shop Technician

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Submitting a Project Request

In order for Marketing to work on your project, a request must be submitted. Emails or in-person conversations are welcome in addition to a formal request, but we must have the project in our system.

- Go to occc.edu/marketing and click on “Request a Project” – **including web page help!**
A link to this form is also available on the OCCC Portal.
- Fill out the project request form – the more details, the better! Please take into consideration that we go over projects every morning as a team. You must get in contact with our team to discuss an urgent timeline.
- You can upload visual inspiration or references for design, video or photography.
- If the project requires designing and printing, the designers will send your final file to the Print Shop. You will not have to create a separate request for printing the project.
- Anything designed outside of the marketing department must adhere to OCCC Brand Standards. To make this easier, you may choose to join our **Canva group** and use the OCCC Brand Kit to create your own materials. Please share the link to the Canva project in your request form.
- You will receive a confirmation email after submitting your request, and we'll get started on it! A member of our team will reach out **on or near your listed proof date** with drafts.

Request Considerations

Printing:

- PDFs are the required document for printing.
- You can upload multiple attachments in one request.
- Always include exact quantity you are needing.

Website Edits:

- If changing an existing page, please include the URL.

Photography or Videography:

- Specific time(s) and location are both required for photography or videography requests.
- Visual inspiration is especially appreciated if you have a specific vision in mind for your video.



OKLAHOMA CITY
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MARKETING & PRINTING SERVICES

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