



Writing Services Request Form

Office of Public Relations
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Use this form to request writing services from the Office of Public Relations. Please answer all questions as completely as possible to help us provide the best solution. Submit the form as an email attachment or through campus mail.

Date: _____ Priority: _____ Completion Date: _____

Requesting Department/Supervisor: _____

Contact Info: _____

Project Name: _____

Type of Work: New Copy Edit Copy

Brochure Letter Advertisement/Promotion Newsletter Flyer Other

Target audience: _____

Length/writing style: _____

Message: _____

What action do you want your audience to take? _____

Main themes/important points/other necessary information (Use additional sheet if necessary) _____

Date of Completion: _____

Approved by(Department/Supervisor): _____