

Creative Services Ticket Submission Guidelines

- Requests for Marketing Materials for upcoming programs and conferences are to be submitted via the electronic ticketing system. Supporting documents can be submitted through the system or in a separate email. If supporting documents are pending when the ticket is submitted, a date for when the documents will be available should be included in the request. The minimum lead time below should be taken in to consideration when submitting a ticket.
- Please review the Event Schedule for the year and season you are working on to plan for marketing materials requests. Efforts to plan ahead of time during peak periods are appreciated.
- Projects will be discussed at the weekly Marketing/Communications Meeting.
- If the deadline for your request changes or additional information needs to be added, please update the ticket submission.

	Item	Time in Hour(s)	Minimum Lead Time
Promotion/Marketing Materials	Advertisements	.25-2	3 weeks
	Brochure	.5-3	3 weeks
	Call for Abstracts Flyer	.5-2	2 weeks
	Email Banner	.25-1	1 week
	Emails	.25-1	1 week
	Logo/Branding	1-3	2 weeks
	Mark Your Calendar Flyer	.5-2	2 weeks
	Mark Your Calendar Postcard	.5-2	2 weeks
	Mark Your Calendar Slide	.25-1	1 week
	Prospectus	1-2	2 weeks
	Website Banner	.25-1	1 week
Onsite Conference Materials	Abstract Book	5-15	4 weeks or more
	Custom Name Badges	.25-1	1-2 weeks
	Retractable Banner – Sponsor	.5-2	3 weeks
	Retractable Banner – Branded	.5-3	3 weeks
	Signage 11 x 17	.25-2	2 weeks
	Sponsorship Poster	.25-1	2 weeks
	Sponsorship Slide	.25-1	2 weeks
	Syllabus	1-3	2 weeks
Website*	Complex Website Design		2 weeks
	Moderate Website Design		1 week
	Traditional Website Design		1 week

* See the MARCOM – Price List PDF located at the top of the graphics folder for a description of website types.