**Form Layout:**

Name (First & Last):

Email address:

Department/team requesting:

1. Marketing
2. Finance
3. Operations
4. Sales
5. Human Resource
6. Other (please specify)

Type of content:

1. Email
2. Video
3. PDF
4. Text
5. Other (please specify)

Communication details (i.e., message, goals, process changes, updates, etc.)

Who does this content need to be sent to?

1. Entire company
2. Specific department

If you answered “specific department,” please list which department.

When would you like this communication to be sent?

Is this deadline firm or flexible?

1. Firm
2. Flexible

**Example:**

****