

DE LA SALLE SANTIAGO ZOBEL SCHOOL  
Strategic Communications Office  
**SERVICE REQUEST FORM**

REQUESTED BY: _____	DATE OF REQUEST: _____
DEPARTMENT: _____	DATE NEEDED: _____
CHARGED TO: _____	RECEIVED BY: _____
UNIT/DEPT HEAD: _____	DATE RECEIVED: _____

<i>SERVICE</i>	<i>DESCRIPTION</i>
<b><u>POSTING</u></b>	
<input type="checkbox"/> DLSZ WEBSITE	_____
<input type="checkbox"/> FAMILY PORTAL	_____
<input type="checkbox"/> SOCIAL MEDIA	_____
<input type="checkbox"/> EMAIL BLAST	_____
<b><u>STYLING AND EDITING</u></b>	
<input type="checkbox"/> LETTER/DOCUMENT	_____
<input type="checkbox"/> CERTIFICATE	_____
<input type="checkbox"/> COPYWRITING	_____
<input type="checkbox"/> PRESS RELEASE	_____
<b><u>PRINTING</u></b>	
<input type="checkbox"/> LETTER/DOCUMENT	_____
<input type="checkbox"/> CERTIFICATE	_____
<input type="checkbox"/> POSTER	_____
<input type="checkbox"/> BROCHURE	_____
<input type="checkbox"/> PROGRAM/INVITE	_____
<b><u>TELECONFERENCE</u></b>	
<input type="checkbox"/> ZOOM ACCESS	_____
DATE AND TIME OF EVENT _____	

<i>SERVICE</i>	<i>DESCRIPTION</i>
<b><u>DESIGN AND LAYOUT</u></b>	
<input type="checkbox"/> LOGO	_____
<input type="checkbox"/> POSTER	_____
<input type="checkbox"/> BROCHURE	_____
<input type="checkbox"/> INVITATION/PROGRAM	_____
<input type="checkbox"/> DECK TEMPLATE	_____
<input type="checkbox"/> TARPULIN	_____
<input type="checkbox"/> FOR REVIEW	_____
<b><u>PHOTOGRAPHY</u></b>	
<input type="checkbox"/> PHOTO RETRIEVAL	_____
<input type="checkbox"/> PHOTO COVERAGE	_____
<input type="checkbox"/> PHOTO PRODUCTION	_____
<b><u>VIDEOGRAPHY</u></b>	
<input type="checkbox"/> VIDEO PRODUCTION	_____
<input type="checkbox"/> VIDEO EDITING	_____
<input type="checkbox"/> FOR SCREENING	_____
<input type="checkbox"/> <u>COLLATERALS</u>	_____
<input type="checkbox"/> <u>OTHERS</u>	_____

Kindly email all the necessary files/links related to the request at [stratcomm@dlszobel.edu.ph](mailto:stratcomm@dlszobel.edu.ph). Give a lead time of at least **THREE TO FIVE (3-5) WORKING DAYS** prior to your target printing/reproduction and release. Only **ENDORSED** requests will be processed.