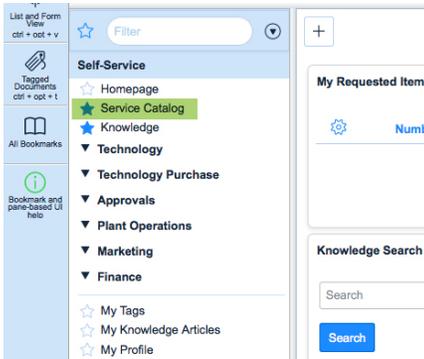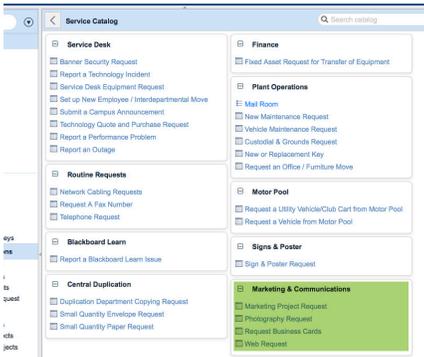## All ServiceNow Requests

Select **Service Catalog** from the menu on the left.

Under **Marketing & Communications**, select **Marketing Project**, **Photography** or **Web Request**.

The request form will be populated automatically with your contact information.

(continued)

Marketing Project Request

Project Title. Enter a short descriptive title.

Project Type. Select one or more project types from the **Collection**.
Add selected items to the **List** by clicking the > button.
To remove an item from the List, select it and click the < button.

Project Description. Enter a detailed description of your project, including:
All information that needs to be in the marketing piece.
Any special instructions.

Due Date. Use the **calendar** to select a date by which the completed project must be in hand or ready to mail.
Allow at least 5 weeks for off-campus print projects.
Allow at least 2 weeks for on-campus duplication projects.
Note: Due dates may be changed depending on unforeseen factors.

FOAPAL. Charges are incurred for printing and/or duplication; design services are free.
Enter a valid ORG number for the department that will pay for the project.
If the project is free, enter only 000000.

Quantity. For bid printing projects, enter the number of individual pieces (postcards, envelopes, etc.) needed.
Note: Please use exact numbers such as 500 or 1,000. Do not enter "box" or "carton."
For online-only items or pieces the requester will print, enter 0.

Special Instructions. If the item will be printed off campus, choose "2 color" or "4 color."
If it will be duplicated on campus (UAFS duplication) choose "Black & White."

Attachments. To attach a file with samples or detailed instructions, click the paperclip icon in the upper right-hand corner of the request form.
Click **Choose Files** to browse files on your computer.
Select the file you want and click **Open**.
If attaching more files, click **Add Another Attachment** to browse, select and open.
Click **Attach**.
To remove an attached file, check the box next to it and click **Remove**.
To exit the Attachments screen, click the upper right-hand **X**.

Submit. Review and edit your request before submitting. If you decide not to submit, simply back out using the < button at the top left of the form.
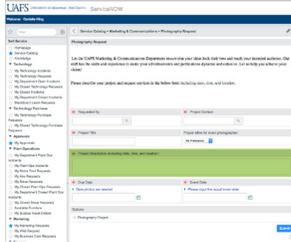
PHOTOGRAPHY REQUEST

Project Title. Enter the name of the event to be photographed.

Proper Attire. From the drop-down menu, select the appropriate attire for the photographer to wear at the event.

Project Description. Enter complete details for the assignment including date, time, location, contact information (if different from the person making the request), and any specific shots that are needed.

> Please supply a range of times during which a photo shoot can be organized.

Due Date. Use the calendar icon to select the date by which you need finished photos.

Event Date. Use the calendar icon to select the date on which the photographs are to be taken.

Attachments. To attach a file with samples or detailed instructions, click the paperclip icon in the upper right-hand corner of the request form.

> Click **Choose Files** to browse files on your computer.
> Select the file you want and click **Open**.
> If attaching more files, click **Add Another Attachment** to browse, select and open.
> Click **Attach**.
> To remove an attached file, check the box next to it and click **Remove**.
> To exit the Attachments screen, click the upper right-hand **X**.

Submit. Review and edit your request before submitting. If you decide not to submit, simply back out using the < button at the top left of the form.