



All George Fox University publications prepared for an outside audience must be reviewed and approved by the Office of Marketing Communications.

Before submitting your publication for printing or mailing, please deliver it with this form to Danette Newkirk, design studio manager, in the communications office located in the River Street House. If you have electronic copies, you can e-mail publications to [dnewkirk@georgefox.edu](mailto:dnewkirk@georgefox.edu).  
*(Specify the reason for sending the material in your e-mail).*

The turnaround time is two days or less. For your convenience, you may prefer to send written material before beginning design.

Approved for printing and mailing

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Publication (and person submitting)

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Marketing Communications office

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Date



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