**Production Request**

**DIRECTIONS:**

After your media plan has been approved by Alison Reidmohr, complete all sections of this form to request customized tobacco materials through STEPP and SE2. Use this form if you need a custom size, deliverable, or if the material is not available on COHealthResources.com. **If you need creative support for more than one campaign, please fill out a form for each campaign, separately.**

If you have any questions, please reach out to TA@SE2Communications.com for support.

Once completed, send to TA@SE2Communications.com and Alison.Reidmohr@state.co.us along with an .eps, .ai or high-quality transparent .png logo file.

**Grantee Organization:**

**Submitted by:**

**Submitters email address:**

**Creative campaign name** (e.g., You Need a License for That, Do You, etc.)**:**

**Audience:**

**Date submitted:**

**Date due** (must be at least 14 days out from submission date):

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Deliverable** (e.g., print ad, banner, etc.) | **Insert image of creative** | **Call to Action** | **URL (if applicable)** | **Logo to be included** (send .eps or .png file with this form) | **Dimensions** (W x H) | **Print only: Is there a bleed? If yes, how much?** | **Delivery file type** (e.g., pdf, jpeg, gif) |
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**Special Instructions:**