



Wrike Training

CAMPUS USERS

New projects Request form

Marketing Project Request Form

Use this form to submit job requests to PIO and the Graphic Design Center for marketing pieces like posters, fliers, brochures, digital ads, etc.

What is today's date? *

 09/30/2025

What is your name? *

Project Name *

What is your department? *

I am requesting...

(Please select all that apply)

☐ Flyer

☐ Banner

☐ Brochure

☐ Poster

☐ Print Ad

☐ Digital Ad

☐ Advertisement

☒ Other

Please provide details *

Number of copies requested

Requested project due date

 09/30/2025

Event date (if applicable)

 09/30/2025

Submit

Marketing Project Request Form

Attach files.

[Choose files](#) or drag & drop them here

Project Details

Please provide any other information that will be helpful for creating your project.

Add date to new projects **Request** form

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What is today's date? *

 09/30/2025



What is your name? *

Project Name *

What is your department? *



Select department from drop down

Attach files to new projects **Request** form

Marketing Project Request Form

Attach files.

[Choose files](#) or drag & drop them here

Project Details

Please provide any other information that will be helpful for creating your project.

← Upload Word docs or PDFs

Request form options

If what you need is not included in the list of options, select Other and tell us what you're looking for.



Leave this blank if you're not sure



Two weeks of lead time is ideal for completing projects



I am requesting...
(Please select all that apply)

- ☐ Flyer
- ☐ Banner
- ☐ Brochure
- ☐ Poster
- ☐ Print Ad
- ☐ Digital Ad
- ☐ Advertisement
- ☒ Other

Please provide details *

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Event date (if applicable)

Submit

Confirmation Message

Marketing Project Request Form

Your request was sent!

Link to your request

<https://www.wrike.com/open.htm?id=1764372642> 

Open request

Go to Home

Project Review Notification

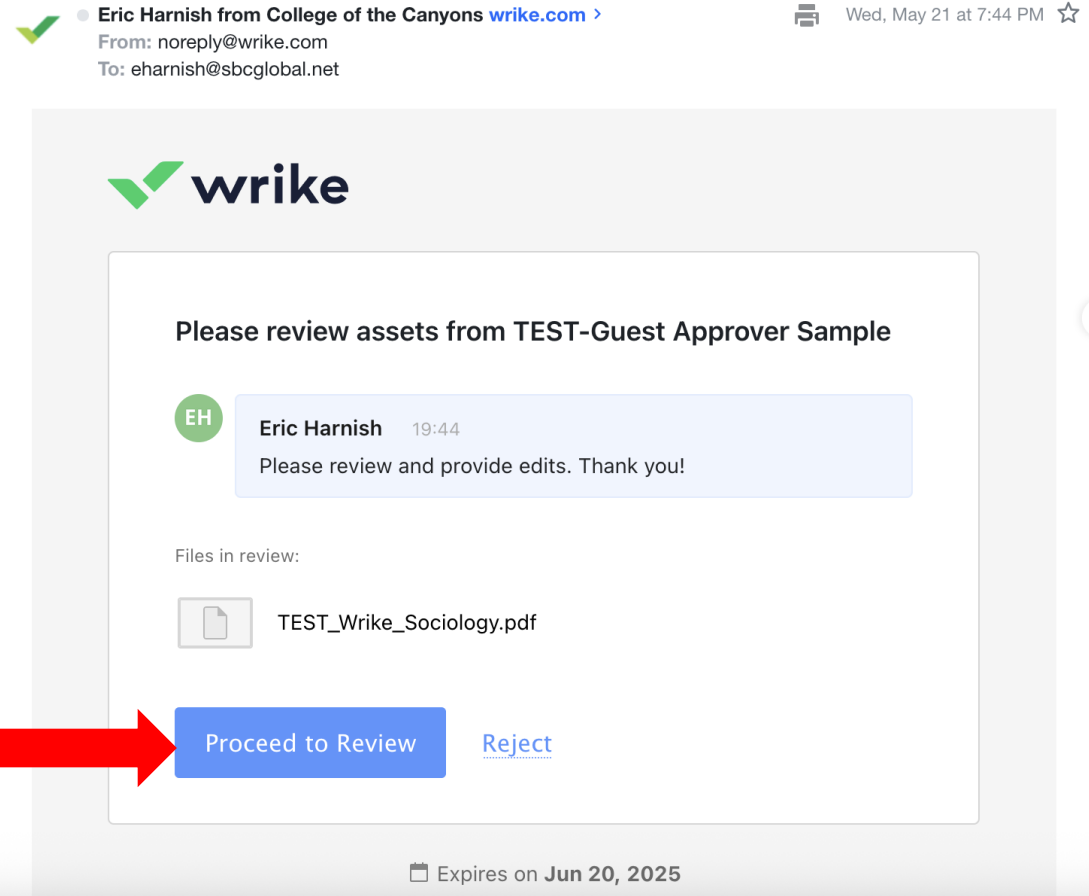
☐ ● **Eric Harnish from College of the Canyons** 7:44 PM

☆ **Please review assets from TEST-Guest Approver Sample**

Please review assets from TEST-Guest Approver Sample Eric Harnish 19:4...

- You will receive an email from Wrike letting you know that a draft of your project is available to review.

Proceed to Project Review



Click
Proceed to Review
to see file



SOCIOLOGY



Click
Got It
to see file

EH

Eric Harnish

Please review and provide edits. Thank you!

Got it!

*"In science, when
human behavior enters
the equation, things go
nonlinear. That's why
Physics is easy and
Sociology is hard."*

-Neil deGrasse Tyson

WHAT IS SOCIOLOGY?

Sociology is the scientific study of society. Sociologists study how groups of people interact with special interest in the structures that organize society such as race, gender, social class, the family, education, and the criminal legal system.



150%



Approve

Changes Required

Tools for Commenting & Editing

- The file will open, and you'll have access to multiple tools to make comments and edits.

Tool bar



SOCIOLOGY





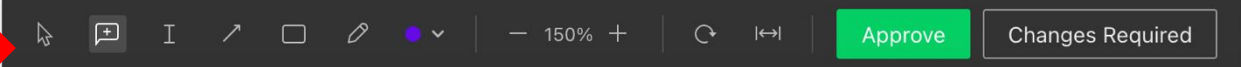
"In science, when human behavior enters the equation, things go nonlinear. That's why Physics is easy and Sociology is hard."

-Neil deGrasse Tyson

WHAT IS SOCIOLOGY?

Sociology is the scientific study of society. Sociologists study how groups of people interact with special interest in the structures that organize society such as race, gender, social class, the family, education, and the criminal legal system.

SOCIOLOGY DEGREES OFFERED AT COC:



ApproveChanges Required

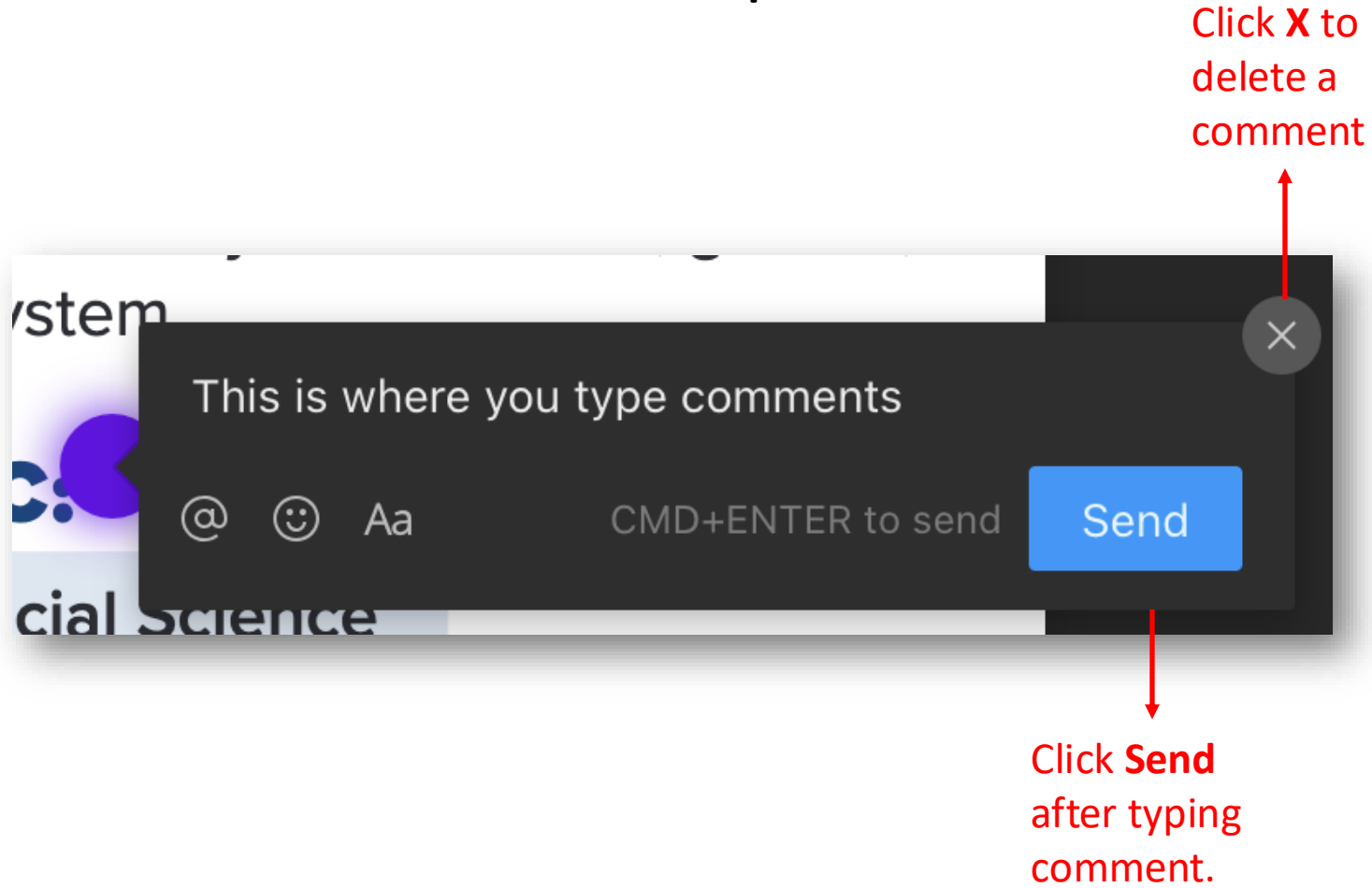
Tools Overview

The image shows a toolbar with icons for selection, comment, text, arrow, box, highlight, and a color picker. Below the toolbar, several examples demonstrate the tools' functions:

- Add arrow and add comment:** A purple arrow points to a comment box with the text "Add your comment" and a "Send" button.
- Add box and comment:** A purple box highlights the text "EES OFFERED AT COC:" in a document, with a comment box appearing below it.
- Highlight text and add comment:** A purple highlight is applied to the text "Sociology is the scientific study of society." in a document, with a comment box appearing below it.
- Change comment tool color:** A color picker is shown with a purple dot selected, indicating the color for the comment tool.
- Insert a dot and type a comment:** A comment box is shown with the text "Add your comment" and a "Send" button.

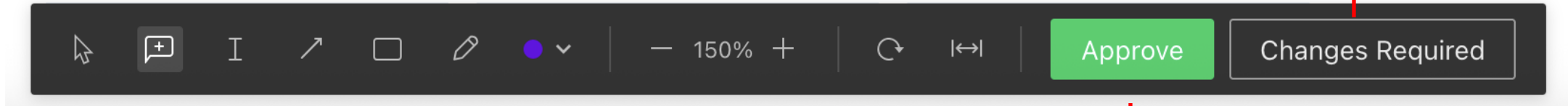
Red arrows connect the text labels to the corresponding tool icons or actions in the image.

Tools Overview Options



Tools Overview Completion

- To complete your review: Select **Approve** or **Changes Required**.



If edits are needed, click **Changes Required**

If no edits are needed, click **Approve**

Next Steps

- Once your finish reviewing, the Graphic Designer will be notified that changes are required.
- The Designer will make your edits, and second you a second draft.
- Follow the same process to make comments and edits on the second draft.
- Once the second round of edits are completed, the file will be moved into production.

Best Practices

- **Make all edits in Wrike** – Do not download the file to make comments in Acrobat or another program, and then return via email.
- **Be timely with your edits** – Please review and provide comments within 48 hours if possible so we can keep your project moving forward.

Stuck?

- If you have a question or need help when reviewing a file, please contact PIO
 - pio@canyons.edu
 - Ext. 3414