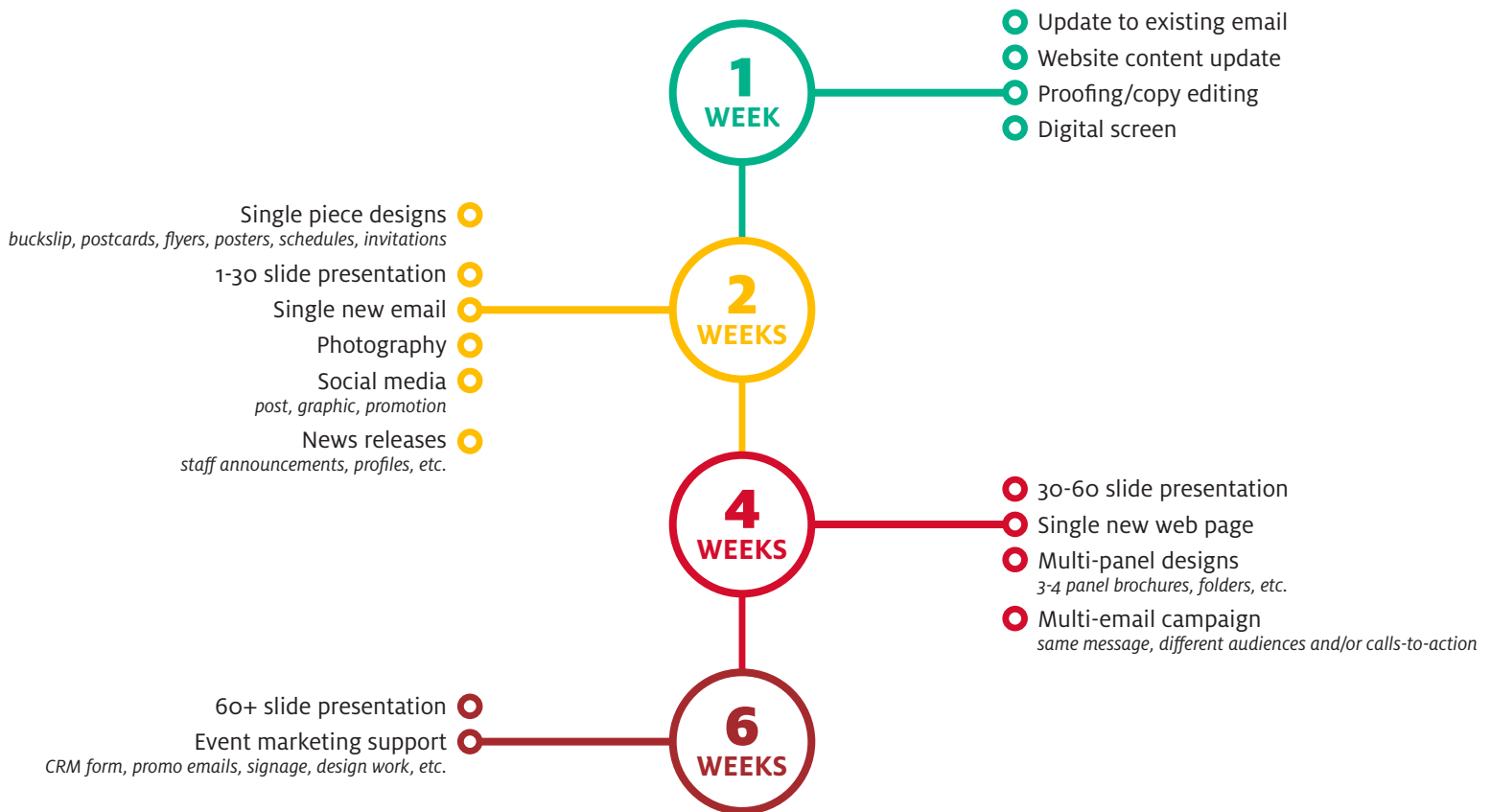




ESCM PROJECT TIME EXPECTATIONS

The below project time expectations takes into consideration design/writing time, internal approval, external approval, and branding approval. All content or relevant information needed for the project (with the exception of recipient lists) should be submitted along with the project request. Efforts to gather information needed to complete the project will further delay the project.

Projects that need to be printed and/or mailed may require additional time. Projects that already exist and need to be updated—and not completely redesigned—may require less time.



LARGE SCALE PROJECTS

For larger-scale projects, such as new multi-page websites and marketing campaigns, please schedule a marketing consultation with Kirsten Clark at keclark@uh.edu.

EXCEPTIONS

If you need a project completed before the timeframes provided, it will be considered an exception and require approval. Please contact Kirsten Clark at keclark@uh.edu for more information.