Putting your creative ideas into our creative hands…

The Materials Management Group

Located in the District Media Resource Center (DMRC) of IHS
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(This form is available on-line: http://www.westirondequoit.org/TLC/docs/MMG Project Request.pdf)

Project Request Form

Today's Date: _____ **Project Due Date*: _____**

Staff Member: _____ **Phone: _____**

Building/Grade Level/Subject: _____

**We will try to accommodate all requests in a timely manner. Whenever possible, please allow three weeks lead time for all projects so that the volunteers can be properly scheduled.*

Please provide a detailed description of the project: (up to 7 lines):

Please check one:

- ☐ Picture/Sample included
- ☐ Sketch included
- ☐ Copy included on disk
- ☐ Copy sent via email

Whenever possible, when requesting posters, submit text & graphics electronically!!

For MMG use only

Project Number: _____

Completed by: _____ ***Date Completed:*** _____ ***# of Hours:*** _____