

Submit New Public Relations Project Request

1. Login using your Bergen account.



2. Click on "Submit your request"
3. Select the Services Requested to select type of project.

A screenshot of the 'Requester Details' form. The form includes fields for Name (set to Guest), Draft Deadline, Event Date (if applicable), Additional Notification E-mails, and Subject. A 'Services Requested' dropdown menu is open, showing options: Electronic, Other (please describe below), PR, and Print. The 'Services Requested' label is circled in orange.

4. Select the service from the drop down list. Make sure to fill in all required information.

A screenshot of the 'Requester Details' form. The 'Services Requested' dropdown menu is open, showing a list of services: Banner, Brochure, Business Cards, Catalog/Book/Publication, Certificate (Template only), Flyer, and Invitation. The 'Print Services' label is circled in orange. A 'Budget Code' field is also visible.

5. After all information is provided, click the "Add request" button at the bottom of the page.

