

Mailing Data Request – Internal Use

Please allow at least 10 working days to produce a list. The initial request must be made in writing using this form followed by a discussion with the Development Information Services Coordinator.

1. Date of Request:
2. Project Name:
3. Requested By:
4. What is the drop date? When is data due?
5. To whom should the data be sent?
6. In what file format?
7. Purpose of Data Request: (solicitation letter, invitation, etc)
8. Will it be delivered via e-mail or USPS mail?
9. Will this communication be generated internally or by a mail house?
10. What are the data parameters for this mailing? (i.e. Who is included/excluded? What should be done with solicit status, international addresses, on-campus addresses, seasonal addresses, etc?)

To be completed by AS staff:

1. Does request indicate that additional training is needed for requestor?
2. If so, what arrangements have been made with staff member and their supervisor?
3. Date of meeting between requestor and DISC:
4. Outline details and segmentation:
5. Request Assigned To:
6. **Date Completed:**