



ICRO - WORK REQUEST FORM

Date Submitted: _____

REQUESTOR: _____ DIVISION: _____

EMAIL: _____ PHONE: _____

SUBMIT VIA EMAIL TO:

dhh1.icro@hawaii.gov

cc supervisor for approval

ID Card

Mailing Support

Website Support

Business Card

Event Support

Public Notice

ID CARD

New Replacement NAME: _____ HIRE DATE: _____

TITLE: _____

DIVISION: _____

BUSINESS CARD

New Additional

QUANTITY: _____

EMAIL: _____

NAME: _____

PHONE: _____

TITLE: _____

FAX: _____

DIVISION: _____

MOBILE: _____

MAILING

Postcard QUANTITY: _____ Mailing List Provided DP Request Needed

TITLE: _____

URL: _____

POSTCARD INFO: *who, what, where, when, why*

Letter PDF / WORD QUANTITY: _____ Mailing List Provided DP Request Needed

PUBLIC NOTICE

PUBLISH DATE: _____ TITLE: _____

URL: _____ Final WORD File Attached

EVENT SUPPORT

DATE: _____ TIME: _____ LOCATION: _____

EVENT TYPE: _____

staff or consultant meeting, public meeting, etc.

PowerPoint Provided URL: _____

DESCRIPTION:

Please include all relevant information of this event including anticipated number of attendees, VIP anticipated attendance, if you need a link setup etc.

Website Support

Edit Existing Website Landing Page

New Website Landing Page

URL TO EDIT:

Files to upload attached

Location of files to upload

image files should be attached to email as .jpg or .png files

DESCRIPTION:

Please be as specific as possible. You may attach a supplemental WORD file or drawing.